

Use of the Abbeys Clubhouse

Use of the Abbeys Clubhouse Use of the Abbeys clubhouse was the subject of a discussion at the regular Board Meeting of the Board of Directors on 14 October 1996. This discussion was prompted because of several requests for use of the clubhouse for commercial type events (such things as training sessions, business meetings, seminars, etc. and for company/business parties).

There is no objection to such use; however, the Board did have concerns as to the cost effectiveness and the overall impact on our residents, since such use places greater demand on utilities and puts greater wear and tear on the furnishings. Also, this situation could create

competition for use between commercial use and private parties. Therefore, in accordance with Section Ia, Article VII of our BY-LAWS, the Board has implemented the following rules regarding Clubhouse Use:

Private Parties (Parties sponsored and attended by a resident and or group of residents). Reservations for use of the clubhouse are to be established with the Chairperson of the Clubhouse Committee and must be accompanied by two personal checks from a resident (one in the amount of \$50.00 as a use fee and the other in the amount of \$100.00 as a cleaning deposit - separate checks).

If the event is to be held after the gate has closed for the evening and guests from outside the Abbeys are being invited, a party access code must be requested. When furnished, this code should be provided to each guest as part of the invitation. Under no circumstances should our Resident Access Code be used nor should any code be "posted" at the gate. In each case, the resident sponsoring the party must be present and will be held responsible for use and subsequent cleaning.

Business (Training sessions, business meetings, seminars, etc.). Procedures will be the same as with Private Parties with the following exception: Daily use fee will be \$200.00/day with a cleaning deposit of \$100.00 - separate checks, private or business. The resident sponsoring the event must be present and will assume full responsibility for use and subsequent cleaning.

Resident Business Parties (Parties hosted by a resident for a business with which a resident is associated as differentiated from a private party hosted by a resident). Procedures will be the same as with a Private Party regarding procedures and responsibilities. The only difference is that the fee has been established at \$100.00 per event plus a cleaning deposit of \$100.00 - separate checks. The resident sponsoring the event must be present and will assume full responsibility for use and subsequent cleaning.

The intent of this ruling is to provide general guidelines and equitable prices for use of The Abbeys' Clubhouse and in no way is it intended to limit or restrict use. Questions regarding the above may be addressed to the Clubhouse Chairperson or to the Board of

Directors.

Reservations The Clubhouse is strictly for the use of Abbeys Association members. If you wish to use the clubhouse for a private party, it is necessary to make reservations through the clubhouse committee chairperson. Those members hosting the periodic Association party should also reserve the clubhouse.

A \$50.00 non-returnable refurbishing fee and a \$100.00 deposit are required for use of the clubhouse for functions other than association related (e.g., monthly parties). The deposit will be returned only after the Clubhouse Committee Chairperson inspects the facility to see that it has been properly cleaned. The clubhouse and grounds should be left as clean or cleaner than before being used. A modification to use of the Clubhouse was accomplished on 18 Oct. 1996 and is attached as Page 7.

Clubhouse Rules Listed below are the rules and guidelines that have been put in place to protect the Clubhouse and to clarify the responsibilities of all users and their guests.

1. It should be understood that reservations for the Clubhouse are for the Clubhouse only. The pool area will not be rented nor will it be included in a rental agreement, for the pool shall remain open and available at any time for the pleasure of the Abbeys residents.
2. The exterior door locks on the Clubhouse have been changed; hence, the original door keys will open only the exterior restrooms. When a party is planned, the sponsor should contact the Chairperson of the Clubhouse committee and ask to schedule the party. Once the date has been cleared, the sponsoring resident must bring two personal checks to the chairperson. One check is for the use fee (amount to be determined by the type of party) and a second check in the amount of \$100 as a cleaning deposit. At that time, the sponsor will receive a key that opens both doors.
3. If your guests will arrive after 8 PM in the summer or 6 PM in the winter, call the Security Chairperson for a party access code. Distribute the code with your invitations. **PLEASE DO NOT USE OUR PRIVATE ACCESS CODE AND DO NOT POST ANY CODE AT THE GATE OR COMMUNICATION BOX.** (This would violate the security of our area.)
4. The maximum number of guests at the Clubhouse has been set at 65 due to the limitations of the space, furnishings, and parking.
5. The sponsoring resident is responsible for the behavior of all guests and is responsible financially for any damages that might occur. Additionally, the resident sponsoring the party must be in attendance at all times. Please be considerate of all of our neighbors and the neighborhood.
6. At the end of the party, the sponsoring resident must:

- a) Remove from the refrigerator and cabinets all food, drinks and ice.
 - b) Leave the kitchen clean.
 - c) Sweep and vacuum all floors and carpets.
 - d) Verify the restrooms are clean (including the toilets).
 - e) Check the outside area and parking lot and pick up any discarded cans, bottles, glasses, napkins, etc.
 - f) Empty all garbage cans and waste baskets, including those in the restrooms, and put the trash in the cans by the pool pump house.
7. In the winter months, set the thermostat to 58 degrees; and in the summer at 85 degrees.
 8. Be sure all lights are out including the restrooms, and that the doors are locked.
 9. If your cleaning is not satisfactory, you will forfeit your \$100 cleaning deposit.
 10. If you have any questions, please contact the Chairperson of the Clubhouse Committee.

The Clubhouse is for the use and enjoyment of Abbeys residents. We cannot permit residents to reserve the Clubhouse in their name for other people to use. Let's enjoy it and take care of it. Thank you for your cooperation.