

## INLAND GREENS/CEDAR RIDGE, INC. (IG/CR, Inc.)

# CLUBHOUSE RULES, POLICIES & PROCEDURES

ENTIRE COMPLEX IS A NON-SMOKING AREA    MAXIMUM CAPACITY 96    LIMITED PARKING

**The Clubhouse** is one of our major amenities (along with the pool, sport courts, and storage corrals) that are available for our homeowners and their guests. The facilities are operated and managed by the IGCR Board of Directors. Any and all changes or additions to any of these properties must be discussed with, and approved by, the Board.

**Facility:** Size of main room: 33ft. x 51 ft. Size of small room: 15 ft. x 17 ft. Full kitchen with microwave, stove, refrigerator. Wireless internet access. **Maximum capacity per fire code is 96 (subject to fines if exceeded).**

**Equipment:** trash cans, 5 *rectangular* 6 ft tables; 12 *round* 6 ft tables; 4 - 36" card tables and 112 folding chairs. Podium, 50" television with DVD player; 100 cup Coffee Pot. **Rental of the clubhouse does not include the sport courts or pool.** Note: clubhouse equipment is *not* available for rental or loan; it must remain in clubhouse at all times.

**Parking:** Parking spaces are very limited. Illegally parked vehicles or vehicles on grass will be subject to towing. Overflow parking in natural areas (near clubhouse and sport courts) is acceptable during the event only. Vehicles cannot block fire hydrants, mailboxes or driveways. Damage to sprinkler heads will be billed to user/renter. Some parking spaces may be used by other guests at our other adjacent amenities (sport courts, pool, etc.). It may be necessary to make special arrangements for parking or transportation for large groups.

**Rental Eligibility:** All potential users/renters must complete an Application Form per event and all payments must be in the renter's name. Photo ID is required. The renter/user accepts full responsibility for damages, theft and liability. The renter must be present during the entire event. IG/CR, Inc. is *not* responsible for accidents, injuries or loss of personal property during the rental period.

1. The clubhouse may be reserved by an IG/CR homeowner who is in good financial standing (ie. not in arrears for dues or fines). The homeowner shall be assessed for the costs of repairs or damages, and, if not paid, the same shall be assessed against the homeowner.
2. Board reserves the right to refuse rental to owners, non-owners or anyone.

*The Board of Directors has the right to refuse access to amenities and deny use to anyone who violates our Rules and Regulations (R&Rs) or has a history of past violations or outstanding debts to their HOA.*

**Availability:** See Calendar on the web site maintained by Premier Management Company, our property management company. First come-first served basis. Homeowners given priority. **Contact Premier Management Company to determine availability** and allow 3-5 business days for a response. It is preferable to submit an Application Form in writing at least 2 weeks before the desired date(s) of use, but not more than six months in advance.

All users (including complimentary users) must complete and submit the "Application and Agreement Form" per date/use with specific details.

## Usage Policies

### Official usage:

HOA Board meetings, official committee meetings of the Board, meetings with vendors and/or contractors, etc. are not charged a fee, but the attendees must set-up, take down and clean up the facility so that it is left in the same, or better, condition. *Official* HOA sponsored events and meetings have top priority.

**The clubhouse is not to be used for illegal or offensive activities.** Any misrepresentation of rental activity, type of function or number of persons in attendance, as well as any undesirable conduct or improper use, will constitute a violation and complete forfeiture of the security deposit.

**Cleaning:** Clubhouse shall be left in as good, or better, condition. Floor and furniture must be clean and free of debris, spills, crumbs, etc. Any spills must be mopped up. Brooms & mops are in the storage closet. **All users that serve food/drink must pay a \$75.00 cleaning fee per event with their Application Form(s).** All trash **MUST** be removed (bagged and placed in provided receptacles on side porch or removed from premises). Clean bags are to be placed in inside containers. See more details on "Inspection Checklist" and "Rental Application and Agreement".

**Cleaning fee:** *If a fee is charged to attendees or food/drink is served and the required cleaning fee was not paid in advance, a cleaning fee will be deducted from the security deposit after the inspection. **If usage was complimentary, the responsible party/user is still liable for all cleaning costs/fee.** Any spills requiring professional cleaning or any damages that require repairs will be the responsibility of the user/renter and will be invoiced to them, if in excess of the security deposit or if no deposit on file. *Liability is not limited to the amount of the security deposit.**

**Restrooms:** Guests using our other amenities (pool and sport courts) must still have access to the restrooms via the outside door.

**Doors/Gates to the pool are locked** from inside the clubhouse and must remain closed and locked for obvious safety reasons.

**Thermostats are programmed** in advance (based on usage times on Application) and should not be altered.

**A telephone is provided in the kitchen for emergency use/local calls only.** If immediate help is needed, dial 911. Only local calls can be made on clubhouse phones.

**Children** under the age of 18 must be accompanied by a parent or the homeowner. **No pets** are permitted in the clubhouse except service animals as defined by the ADA.

**No smoking is allowed** in or around clubhouse, on the porch, in restrooms or on our surrounding common areas for fire safety reasons! Signs are clearly posted and no ash trays are available.

In accordance with NC state law, **no alcoholic beverages shall be consumed by any person under the age of 21.** IG/CR, Inc. assumes no responsibility for monitoring alcohol consumption and will be held harmless for any violations or accidents. The laws of the State of North Carolina apply for alcohol, drug and tobacco use.

**Hours:** Any event must cease by 12:00 p.m.

**Complimentary Use:** Rarely, **the Board of Directors may approve complimentary use** by an organized group of homeowners who invite the entire community to their IG/CR Board-approved program or activity, if it is not a commercial/business event. A waiver of fees may be considered as part of the Application process, if requested in writing in advance and approved by the Board. **However, if a fee is charged to attendees of any event and/or revenue is collected or if food/drink is served, a minimum cleanup/utility/insurance fee will be charged or will be deducted from the required security deposit for any/all users.**

## **Rental Fees & Security Deposit:**

**The non-refundable rental fee for Owners** is \$100.00 per 6 hour increments for the entire clubhouse (i.e. large and small rooms, kitchen and equipment). Additional time \$40 per hour.

**The non-refundable rental fee for resident Non-Owners** is \$250.00 per 6 hour increments (includes setup time) for the entire clubhouse (i.e large and small rooms, kitchen and equipment). Additional time \$40 per hour.

**Security Deposit:** \$250.00

**A security deposit is required.** *If no cleaning or damage expenses are necessary, security deposit is eligible for a refund.* Deposit should be a separate check and will be refunded within 7 - 10 days after the rental date. A "Clubhouse Inspection Checklist" will be used after the event to determine if all, or some, of the deposit should be returned. An additional cleaning fee by the HOA-approved company will be deducted from the security deposit for any user/renter that collected revenue or charged for its program or event or served food/drinks, if the required cleaning fee was *not* paid with the Application.

*Complimentary usage is also subject to all cleaning rules, security deposit and payments for any cleaning and/or damages.*

**If multiple/recurring uses are requested for any program or event** (i.e. weekly or monthly), one security deposit must be paid and held bi-annually until the last event is completed. The deposit check must be paid when the Application is approved.

**Payments to "IG/CR, Inc."** should be received by Premier Management Company with the completed Application at least 48 hours prior to the rental time.

## **Procedure for rental application and key acquisition:**

**Clubhouse rental is managed by PMC (Premier)**, our property management company, at 1985 Eastwood Rd., Suite 202, Wilmington, 28403. **Phone:** 910-679-3012. *Pick up and return key here during regular business hours.*

**Contact Premier to check availability** of desired dates (preferably at least 2 weeks in advance of desired date). Then, submit a "Rental Application and Agreement" form per event and submit the security deposit and non-refundable rental fee. The forms are available online on our web site. Information on the Form is used by PMC to update the master calendar and must be specific about times, title of event, etc.

**Recurring users** must submit a form per use/event with details on exact dates and times, but no more than 6 months in advance, please.

*No reservations are binding without all of the above items signed, approved and on file with PMC.*

Cancellations less than 48 hours from the use date may forfeit their rental fee.

**Application Forms are available to download on our web sites:** [www.inlandgreens.net](http://www.inlandgreens.net) or [www.premiermanagementnc.com](http://www.premiermanagementnc.com)

**Arrange for key pickup at PMC** the day prior to the event. Key must be returned by 5:00 pm to PMC the next business day following the event, unless prior arrangements have been made. An exterior drop box is available for your convenience.

**Inspection and Security Deposit return:** An IG/CR Clubhouse Inspector (appointed/hired by the Board of Directors) will inspect the clubhouse using the "Clubhouse Inspection Checklist" form by *Noon* on the day following the event to insure no damage has occurred and it was left in as good or better condition. The security deposit will be mailed back from PMC within 7-10 days if there are no issues.

## **Miscellaneous Info:**

**Notice/Promotion of Event:** Event title, time and contact person will be published on the Calendar on the web site. Delivery of info/fliers to our homes is not allowed in our community per our Solicitation Policy.

**Signage:** Our community has a strict policy on signage. Any signage posted (for promotion, directions or information) must be attractive, professional, small and pre-approved for use by IG/CR, Inc. in specified areas only. A sign stating "Private Event" is available in the storage closet to hang to the right of the front door so uninvited guests realize a private event is occurring. HOA-approved community events may post the official IG/CR sign in front of clubhouse *no earlier than* 12 hours prior to event.

**If decorations or furniture are used, moved or changed,** they must be replaced to original position or removed. See Diagram on storage room door. User's personal property and decorations must be removed immediately, so the facility is left ready for the next user who may have different preferences.

**Nothing should be attached/adhered/affixed** to the walls or windows/doors with tape, tacks, pushpins, putty, etc. Confetti is not allowed.

**Lighted Candles** and **use of the fireplace** are strictly prohibited.

**Equipment and furniture** is not available for private rental and must remain in the clubhouse at all times.

**If, upon arrival,** there is visible damage or an issue, contact PMC immediately and/or take a photo. If, during use, an item is found that needs repair or replacement, notify PMC, please.

A copy of the "**Clubhouse Inspection Checklist**" is available on our web site for your information and posted in the kitchen. It is advisable to use it as you clean up and close the facility. It provides important reminders such as lock all doors, turn off lights, reset furniture, etc. It will be used to inspect the facility and determine if the entire security deposit can be returned.