

Woodlake at Lord's Creek Owners Association, Inc.
Clubhouse Rental Procedure

The interior of the community clubhouse is available for resident use, either through reservation by a resident for exclusive use for a private event (for a fee) or by the social committee for a community-wide event.

If a resident in good standing (no outstanding violations or HOA fees) wishes to reserve the clubhouse, check the online calendar for availability (<https://www.woodlakeilmhoa.com/calendar>). If the desired date is available, complete the rental application and submit to Premier Management reservations@premiermanagementnc.com.

Fees: a \$50 rental fee and a \$200 security deposit must be remitted by separate checks payable to Woodlake at Lord's Creek (for tenants, please also include proof of occupancy, such as a utility bill or the first page of the lease agreement). Any damages or cleaning fees above what is covered by the security deposit will be billed to the owner's account (or in the case of a tenant, to the tenant and then subsequently to the owner of the home if not remitted within 30 days of demand). A rental of three or more consecutive days will be discounted to 50% of the daily rental fee.

Reservations are on a first-come, first-served basis. A reservation is not guaranteed without payment of the rental fee(s) **and** receipt of the rental application. The management company will confirm receipt of the necessary form and fee(s) and provide instructions for accessing the clubhouse during the rental.

The resident can opt for a pre-rental walk-through with a member of the committee by emailing woodlakesocialcommittee@gmail.com at least 72 hours in advance of the walk-through. A pre-rental inspection will take place by a committee member within 24 hours preceding the reservation. These two pre-rental events ideally would, but are not required to, occur simultaneously.

Clubhouse rental begins at 8am and concludes at midnight. Rental of the clubhouse includes the exclusive use of the interior of the clubhouse, including all tables, chairs, and other amenities within the Clubhouse. Use of the bathrooms, pool and exterior areas like the parking lot are shared with the community and cannot be exclusively reserved during your event. While the pool may not be reserved for private functions, it may be used by guests attending a private event at the Clubhouse (see pool rules). Decorations are allowed inside; signs, balloons, etc. may not be placed outside of the clubhouse. Open flames are not permitted within the clubhouse.

The resident reserving the clubhouse assumes all responsibility for their invited guests. All common areas are expected to be left in good condition at the conclusion of the rental event, and the cleaning checklist posted within the clubhouse should be completed by the resident. A post-event inspection will occur by a member of the committee after the conclusion of the event. Any damages or cleaning fees will be reported to the management company and billed to the resident within 10 business days after the conclusion of the event. The HOA reserves the right to refuse future rental of the clubhouse to residents who have previously incurred damage or cleaning fees that were not remitted in a timely manner.

If damage/broken items not noted during a walkthrough are observed during your rental and not believed to have occurred during your rental, **immediately** email woodlakesocialcommittee@gmail.com with pictures and details of what was discovered. The time stamp for this communication will assist in determining the damage did not take place during your reservation.

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Resident Name: _____

Woodlake Address: _____

Contact Phone Number: _____

Email Address: _____

Date(s) of Reservation: _____ Time: _____

Please check one:

I am the **owner** of the property in Woodlake and will remit my \$50/day rental fee and \$200 security deposit by two separate checks payable to Woodlake at Lord's Creek Owners Association. I understand I am responsible for any damage or cleaning fees incurred during my rental period above what is covered by my security deposit, which will be added to my owner account.

I am the **tenant** of the property in Woodlake and will remit my \$50/day rental fee and \$200 security deposit by two separate checks payable to Woodlake at Lord's Creek Owners Association, as well as proof of occupancy (utility bill or a copy of my lease). I understand I am responsible for any damage or cleaning fees incurred during my rental period above what is covered by my security deposit, which will be billed to me. If I do not pay these fees, the owner of my home will be billed.

Please initial to indicate that you agree to the following:

I have read the rental procedure and understand the process to reserve the clubhouse.

I understand I am responsible for the clubhouse and am expected to leave the common areas in good condition and complete the cleaning checklist posted within the clubhouse at the conclusion of my event or that I risk forfeiture of all or part of my security deposit (if required) and/or additional charges, including any applicable insurance deductibles.

I understand that the private use of the pool is not included in my reservation of the clubhouse and agree to follow all pool rules for any guests that utilize the pool during my reservation.

I understand that decorations are limited to the interior of the clubhouse and agree not to place any signs, balloons, etc. outside of the clubhouse.

I will not allow open flames within the clubhouse.

I understand my reservation begins at 8am and will conclude at midnight.

I understand that I can request a pre-rental walkthrough by emailing woodlakesocialcommittee@gmail.com at least 72 hours in advance. I also understand that this walkthrough is not required and I will not be contacted to initiate or schedule this walkthrough.

I understand that all items within the clubhouse are presumed to be in working order. If I find something broken or damaged that I believe did not occur during my rental, I will immediately email woodlakesocialcommittee@gmail.com with pictures and details so the time stamp can be used to determine culpability.

Date: _____ Signature: _____