

VALENCIA AT ABACOA

HOMEOWNERS ASSOCIATION, INC.

TO ALL PERSONS RENTING / USING CLUBHOUSE & COMMON AREAS

This list will explain to you the terms of use for the clubhouse and grounds as well as some operational specifics that will ensure that you have a pleasant experience and that the facility remains in excellent condition for future rentals.

- ❖ The reserved areas include the small room both rest rooms and kitchen ONLY and NOT the exercise area. All other parts of the clubhouse, including the exercise room, green space are to remain open to all Valencia homeowners. Should your rental request need to include a portion of the green space, you must submit a detailed written request for approval along with your reservation. Your request will then go before the Board for review and approval. **Please note: Any type of inflatable including, but not limited to water inflatables will require approval and an additional deposit in the event the grass is damaged and needs to be restored.**
- ❖ You may move the furniture as needed but it may **NOT** be placed in the exercise room. Also, do not stack the furniture as it may be damaged.
- ❖ Set up time starts **two hours** before rental time and clean up should be completed **two hours** after your scheduled event. **For late night parties, please contact the office for possible next day clean up.
- ❖ Careful consideration should be given to decorations. Please do not use glitters, sparkles, rice or any item small enough to get stuck in the carpet. Do not thumbtack, glue, staple or nail any decorations to the ceiling, doorframes, walls, etc. Do not use tape on the walls. Any tape on windows / doors (all tape) must be removed to receive full return of deposit.
- ❖ The renter must supply all other cleaning supplies, including dish soap and garbage bags. We recommend a cleaning service for large parties / events. Call Bristol Management Services (561-575-3551) to schedule cleaning service.
- ❖ No animals are allowed on the premises, including caged animals with the exception of service animals.
- ❖ No vehicles on the green including, but not limited to golf carts **AT ANY TIME.**
- ❖ No Mechanized Equipment / Rides will be allowed.
- ❖ You are responsible for the actions of your guests and any vandalism to the clubhouse.

As a general rule – leave the clubhouse and grounds in as good as (or better) condition than it was when you entered it.

Thank you for your cooperation.

CHECKLIST

In an attempt to make sure the clubhouse is left in a clean and orderly condition, please go through this checklist to make sure all, which apply, have been done.

BEFORE START OF EVENT: Check clubhouse to make sure it is in satisfactory condition before your function.

COMMENTS:

AFTER EVENT:

- Clean counters.
- Remove all food, drinks and dishes from kitchen area.
- Clean kitchen and refrigerator.
- Check / clean restrooms
- Remove all trash inside and outside.
- Return all furniture to it original location
- Turn off lights / Lock door
- Vacuum Carpet (**Vacuum cleaner in closet between kitchen and small room**)

REPORT ANY MISHAPS (spills, etc):

As a general rule, the clubhouse and grounds should be left in the same or better condition than you found it. Once you have gone through the checklist, please sign and return to Bristol Management Services, Inc.

Name: _____

Date: _____

Address: _____

Time: _____

Signature: _____

VALENCIA AT ABACOA
HOMEOWNERS ASSOCIATION, INC.

EXCLUSIVE USE AGREEMENT

This agreement is made this _____ day of _____ 20____ by and between the Valencia at Abacoa Homeowners Association, Inc. (HOA) and _____, a member in good standing of the HOA.

Based on completion and approval of this rental agreement, the HOA agrees to make available to the member the Clubhouse (facility) located in Valencia at Abacoa on an exclusive basis for the following time period:

Day _____ Date _____ Time In: _____ Time Out: _____ Max # of person's _____

RULES

The members(s) acknowledge and agree that this non-exclusive use agreement is subject to the following rules and regulations.

1. Rental use shall be by and for property owners and not for persons, clubs or organizations that are not owners.
2. Smoking is NOT allowed within the Clubhouse facility.
3. Parking is not allowed anywhere but in designated parking areas.
4. Use of exercise equipment is prohibited and MAY NOT be moved in any way or covered.
5. All furniture must remain in the main clubhouse area.
6. Posting, pinning, nailing, stapling or taping anything onto ANY interior areas is prohibited.
7. No animals are allowed on the premises, including caged animals with the exception of service animals.
8. Music must be contained to the clubhouse area and kept at a level as to not cause a nuisance.
9. Trash must be removed from the clubhouse. The trash bin is located on the kitchen entry side.
10. Set-up time is no more than two (2) hours prior to the scheduled reservation time and clean up / removal time shall not exceed two (2) hours after the scheduled reservation time.
11. No Mechanized Equipment / Rides will be allowed.
12. Green space is not for exclusive use and inflatables on the green will require approval first and an additional damage deposit.

INDEMNITY

The member(s) understand, acknowledge and agree that they may not restrict, interfere or obstruct any other known member from the use of the facility at any time. The member(s) also acknowledge that they are fully responsible for the maintenance of the facility during the term marked above. The member(s) fully indemnify and hold harmless the HOA, its Board of Directors and all other members from acts, suits, negligence, damage or personal injury which are the result of action by themselves or guest, whether intentional or unintentional.

DEPOSITS

Owners may use the clubhouse facility and grounds for private social functions on a first come, first served reservation basis, with the exception of the dates referred to in the Association calendar. The clubhouse and surrounding common areas may be reserved upon permission through the community association manager, after a written request is made in advance and the execution by the owner of the Clubhouse Reservation Agreement. If there is any damage to the building or grounds, the undersigned homeowner will be responsible and assessed for the cost of repairs. Residents reserving use of the clubhouse and surrounding common areas shall be responsible for the damage occurring during their use. The following procedures apply to use and reservation of the clubhouse and surrounding common areas for private purposes.

- A. Reservation for rental requires a minimums seven (7) day advance notice. Regularly scheduled activities such as Valencia Homeowners Association Meetings and other activities on the calendar would be given first consideration. The community association manager may use his/her discretion for these rentals.

- B. The deposit to use the Clubhouse and Green Space are as follows:
 - a. Clubhouse \$ 250.00
 - b. Green Space \$ 500.00

Anyone wishing to use the exercise equipment or surrounding common areas **may not** be prohibited from doing so while the Clubhouse facility is rented.

All vehicles must park in parking areas. All bicycles must use racks. Parking of vehicles or bicycles on the green at any time is prohibited.

I (we) have read, understand and agree to comply with these rules. I (we) hereby acknowledge receipt of a copy of this form.

Member's Name (PRINTED)

Member's Address

Member's Signature

Member's Telephone Number

Association Representative

Date

Deposit Amount: \$ _____

Check #: _____