

KNOLLWOOD LAKES HOA, INC. CLUBHOUSE RENTAL PROCEDURE

GENERAL RULES:

- 1. Only owners may rent and they are required to sign the Clubhouse Contract Form. Checks must come from the owner.**
- 2. The owner or designated renter must be present at the walkthrough before the event.**
- 3. The owner must be in good standing with the community being current with dues and having no unresolved violations.**
- 4. A rental date must be more than 14 days after the date the request was submitted. An exception to this minimum may be granted by the Clubhouse Manager after a review of all factors affecting availability of the clubhouse on the requested date.**

RENTAL PROCEDURE:

Step 1

Consult the Clubhouse Calendar located in the Knollwood Lakes HOA Webpage to verify that your date of interest is available.

Step 2

Fill out the online Clubhouse Contract Form completely and submit. Laura Lazar, Community Manager, will then verify that the requestor is in “good standing” (current with dues and has no unresolved violations). Once verified, the Form is sent to the Clubhouse Manager who logs in the rental information.

Step 3

The Clubhouse Manager (presently Dave Ellefson, 1019 Shady Spring Ct, davelin64@hotmail.com, 470-331-9603) will notify the renter that the rental date has been approved. At that time, arrangements are made for submitting the Security Deposit and Rental checks to the Clubhouse Manager.

Step 4

The Renter submits checks for the rental to the Clubhouse Manager. The Security Deposit check is due immediately as receipt of this check secures your rental date. The Rental check is due a minimum of 30 days prior to the rental date. Both checks are made out to: Knollwood Lakes HOA. Note: The security deposit check will be returned following your event. If damage, glitter, excessive trash, or poor floor condition is found, some of the security deposit will be used for repairs or cleaning.

Payments must be made by check. Checks should be made payable to Knollwood Lakes HOA and must be signed ONLY by the Homeowner in Knollwood Lakes whose name is also on the Contract and is who responsible for the rental. The Rental fee and Security Deposit must be 2 separate checks. All checks should be submitted to the Clubhouse Manager.

Step 5

If a preview of the clubhouse is needed, contact the Clubhouse Manager to set up a walkthrough.

Step 6

During the week prior to your rental, you will be contacted by the Clubhouse Manager or his designee to set up a walkthrough of the clubhouse. During the walkthrough, the entry/security system will be reviewed as well as cleanup expectations. You will receive the entry key card at that time.

Step 7

Following your rental, the Clubhouse Manager or his designee will conduct an inspection of the clubhouse. If any new damage is discovered or if the clubhouse has violations as described in the rental agreement, it will be noted and you will be invited to meet at the clubhouse with the person doing the inspection to review the observed damages/violations. Charges for any damage or violations will be subtracted from the security deposit.

The Homeowner Association and IntegrityAMG are not responsible for any problems or conflicts resulting from your use of the facility. (See Agreement/Contract for details.)

Cancellation of a clubhouse reservation less than (14) days prior to the scheduled function may result in a \$50.00 Handling Fee. Cancellation of a clubhouse reservation less than (5) days prior to the scheduled date of the event will result in forfeiture of the Rental fee.

NOTE: Set up of the clubhouse is generally not permitted until after 10:00 AM on the day of your event. Setting up the clubhouse earlier than 10:00 AM needs to be coordinated with the Clubhouse Manager at the time of the clubhouse walkthrough.