

# KNOLLWOOD LAKES HOA, INC.

## CLUBHOUSE RENTAL PROCEDURE

### GENERAL RULES:

1. The clubhouse is available for rent to all residents of KWL who are in good standing, i.e. do not have outstanding fees or violations. Standard daily rates apply - \$175 for Upper Level and \$125 for the Lower level. Only owners may rent and they are required to sign the Clubhouse Contract Form. The KWL resident making the reservation must be in attendance at the event.
2. Either level of the clubhouse may be used up to once each week free of charge Monday through Thursday (except holidays) by social groups comprised entirely of KWL residents. A nominal cleaning fee set by the Clubhouse Manager may apply. Rentals and KWL planned events take precedence. Prior approval by the Board is required.
3. The lower level may be used free of charge Monday through Thursday (except holidays) by social groups up to twice per month if coordinated and lead by a KWL resident. A cleaning fee of \$50 per event applies. Standard rentals and KWL planned events take precedence. Prior approval by the Board is required.
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.
5. Any exceptions to the above rules require approval of the Board.

### 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. Beacon Management Services 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](mailto: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 or money order, 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 who is 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 or violations are discovered, they 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 Beacon Management Services 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.