
COUNTRY PARK VILLAS HOMEOWNERS ASSOCIATION

RULES AND REGULATIONS GOVERNING CLUBHOUSE USE

The objective and purpose of the Clubhouse is for monthly Board meetings by the Association, meetings by the Board of Directors and for the enjoyment by all homeowners and residents of Country Park Villas. Therefore, please be advised that the following rules and regulations will be strongly adhered to:

1. The recorded unit Owner is held fully and personally responsible for the conduct of those attending any party or function. If the Association finds any infraction of the Associations rules, such as noxious activities, excessive noise, behavior which could offend or disturb other residents, parking infractions or actions that may put the association insurance at risk, the party or function may be terminated by the Board of Directors. Future rental would then be subject to approval by the Board of Directors.
2. The Clubhouse will be rented to Tenant(s) only upon receipt and confirmation of the recorded unit Owner's written consent and acknowledgement that the recorded unit Owner(s) will be held personally responsible for their Tenant(s) adherence to the Rules and Regulations Governing Clubhouse Use.
3. No one under the age of 21 may use the Clubhouse for any function without the recorded unit Owner or resident by lease (over 21 years of age) with recorded unit's consent in attendance at all times.
4. The pool and spa areas cannot be exclusively reserved. All residents have the right to use the pool and spa. A maximum of 22 people is allowed in the Clubhouse per function, according to Fire Department code.
5. The function or party must terminate no later than 10 PM Friday through Sunday.
6. Guests must park in spaces provided for Guest Parking ONLY or on the main street (Rio Rancho Road). Any vehicle illegally parked will be towed at the vehicle Owner's expense.
7. Any infraction of the Association rules or violation of the CC&R's and by-laws occurring during the function or party may result in forfeit of the use deposit, additional penalties assessed and lien recorded against the unit.
8. The clubhouse may not be used for political or commercial purpose. It is to be used only for a private function or party. Prior to reserving the facility, the purpose of the function must be disclosed.
9. The person(s) reserving the clubhouse must ensure that the gates to the pool area are kept closed at all times.
10. When planning your function, please remember the following:
 - ✓ There is no cooking allowed inside the clubhouse and no barbecues allowed in the pool area.
 - ✓ The clubhouse is a no smoking facility.
 - ✓ No alcoholic beverages allowed.

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- ✓ No balloons, streamers, banners or decorations shall be affixed to the walls of the clubhouse.
- ✓ No one with a wet swimsuit is allowed in the clubhouse.

11. Once your function is over, the following must be followed:

- ✓ Positively no washing of dishes and/or containers is allowed in the bathrooms sinks. Food and drink containers are to be removed from the clubhouse and washed off the premises.
- ✓ All carpets must be vacuumed, floors damp-mopped, tables and chairs wiped clean.
- ✓ Bathrooms must be cleaned.
- ✓ Trash must be emptied in the nearest dumpster, and new liners installed in the cans.

12. Reservation procedures are as follows:

- Request for reservations must be made through ***Action Property Management, Inc.***
3602 Inland Empire Blvd., Suite C-310, Ontario, CA 91764, (800) 974-2284, (909) 484-1899, or (909) 484-1891 fax.
- All reservations are on a first come first served basis and a minimum of three (3) weeks notice is required.
- Only one function will be allowed per day per weekend.
- You must be the recorded owner and current with your association dues.
- Requests by tenants see item number 2 above. Information provided by tenants must be (and will be) verified or the reservation request will be denied.
- A \$ 300 deposit, a non-refundable \$ 25 usage fee, plus a completed clubhouse reservation form are required, prior to using the facility. The association and management will not be responsible for the US Postal Service. Your check will be deposited upon receipt.
- Refund of the deposit will be requested within seven days following inspection of the clubhouse and surrounding area. **Special Note:** If cleaning is not done properly or there is damage caused to the clubhouse, clubhouse furniture or contents, bathrooms, etc., the association will perform the work and assess the cost of cleaning, repairs and/or replacement against the use deposit. If the amount exceeds the use deposit, the additional monies will be billed to the recorded owner's account and/or a lien will be filed against the property. Illegal use of the clubhouse will result in loss of deposit.
- Clubhouse inspection and issuance of keys will be done the morning of the event.
- Board of Directors or Management reserves the right to refuse use of the facility to any individual tenant or owner without cause.

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I have read and understand the RULES AND REGULATIONS GOVERNING CLUBHOUSE USE and agree to its terms.

Name

Address

Phone

Signature ***Date***

Owner Signature

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CLUBHOUSE USAGE FORM

Name: _____

Today's date: _____

Address: _____

Telephone: _____

Date and time to be used: _____

Type of function: _____

Approx. number of people in attendance: _____

I, the undersigned, understand that I am allowed to use the association facilities for my event for a usage fee of \$25, and must follow the Rules & Regulations. I understand that if the facilities are damaged or left dirty, then I understand that I shall forfeit the \$300 deposit. If the expense of cleaning or repairs of damages exceed \$300, the excess charges shall be billed to the recorded owner and/or a lien shall be filed against the property by the association. I understand and agree to the rules & regulations of the clubhouse use and recognize that I could forfeit my deposit if the rules are breached. Illegal use of the clubhouse will result in loss of deposit. The recorded unit owner shall assume all responsibility for their tenants.

Signature of recorded unit owner

Date

Printed name of recorded unit owner

Address

Tenant signature

Date

Printed name of tenant

Property address

Included: 2 separate checks: \$25 usage fee and \$300 deposit; clubhouse form; written authorization from owner (if applicable): please make checks payable to: Country Park Villas and mail to:

Country Park Villas HOA
c/o Action Property Management
3602 Inland Empire Blvd., Suite C-310
Ontario, CA 91764

The key to the clubhouse will be mailed to you prior to the event and shall be returned within 5 days or you may lose your deposit.