

Terra Mar HOA Clubhouse Reservation Procedures

Dear Terra Mar Homeowner/Tenant:

As per your request, attached are the forms necessary for reserving the Terra Mar Clubhouse area. Please read all of the attached information carefully and thoroughly.

Please Remember the Following:

- ◆ The cost of renting the Clubhouse is \$50.00 and the fee is used for its long-term maintenance.
- ◆ Large groups (over 30 people) must be approved by the Board.
- ◆ Reservation of the clubhouse does not include reservation of the pool area. The pool is a high-demand common amenity and can not be reserved for private use nor may it be used in conjunction with rental of the Clubhouse.
- ◆ A \$400.00 deposit check (made payable to Terra Mar HOA) is required for all reservations. After the event and upon Check Out inspection and confirmation of no damage or cleaning requirements, your deposit check will be returned.
- ◆ Tenants must have the unit owner's permission for clubhouse use. A form is provided.
- ◆ After the event, all trash must be removed from the Clubhouse and returned to the residence.
- ◆ Be sure to accurately estimate the number of guests. Exceeding the stated number by more than 20 percent may result in forfeiture of the deposit.

If you have any questions, please call Avalon Management at 760-481-7444

NOTE: All completed forms are to be mailed to 3618 Ocean Ranch Blvd., Oceanside, CA 92056

REMINDER: You must send two checks, both made payable to Terra Mar HOA, one in the amount of \$400.00 for the refundable deposit, and one in the amount of \$50.00 for the use fee.

RESERVATION PROCEDURES

1. Contact Avalon at 760-481-7444 Monday - Friday between 9:00am and 5:00pm Mon-Thurs and 9:00am and 4:00 pm on Fri, to determine if the date you wish to reserve is available. **Your reservation is not confirmed until receipt of completed forms, use fee check, and deposit check.**
2. Fill out and return all applicable forms and include both your \$50.00 use fee check and your \$400.00 deposit check to Avalon. Please remember that you will be held responsible for any damages to the Clubhouse during your reservation time frame.
3. Once you receive your confirmation from Avalon contact a volunteer (see attached list) to schedule your check-in/check-out times. You must book your check-in and check-out times at least 72 hours in advance.
4. Meet the volunteer at the scheduled time and date of your check-in. At this time you and the volunteer will fill out the check-in sheet together, and you the Clubhouse will be opened for your use. **Remember, the limit on Clubhouse use including setup, party, and cleanup is 5 hours.**
5. Meet the volunteer at the scheduled time for check-out. The volunteer will complete a check of the clubhouse and will complete and sign off on the Check-In/Check-Out Sheet.
6. Return the Clubhouse Check-In/Check-Out Sheet to Avalon. If everything is in order, you will receive your voided deposit check back. If there are any problems noted by the volunteer, your check will be held until the situation is resolved.

Terra Mar Clubhouse Rules and Regulations

1. Hours of operation are 7:00am - 10:00pm. Clubhouse is available for reservation for a maximum of 5 hours, including set-up and clean-up.
2. Reservations will not be accepted for dates closer than 10 days prior to the scheduled event nor more than 90 days prior to the event.
3. **Clubhouse use is by reservation only at a cost of \$50.00 per event**, and is not available during holidays or holiday weekends. Holidays include: New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.
4. **Boundaries:** The Clubhouse boundaries include the building and the enclosed lawn closest to the street; the party must be contained within this area. **Clubhouse furniture may not be moved into the pool area.**
5. Facilities are for the exclusive use of residents of Terra Mar HOA and their guests. **Guests must be accompanied at all times by an owner of record of the unit, or a tenant who has signed a written lease with the unit owner.**
6. The reserving Homeowner is responsible for the conduct of his/her guests and is responsible for any damage which may be caused by his/her guests.
7. **Tenants** need written permission from the unit owner in order to reserve the facilities; Homeowner assumes all financial responsibility. Non-resident homeowners may not access the facilities if access has been transferred to a tenant.
8. **Large Groups** will be considered groups over 30 people. **Large groups must have prior approval by the Board.** Please allow at least 40 days for Board approval.
9. **Decoration of Clubhouse may not result in damage to any part of the clubhouse and all decorations must be removed prior to check-out.** Loose helium-filled balloons are strictly prohibited due to the risk of ribbons tangling/damaging ceiling fans; weighted table arrangements and/or tied down balloons are permitted. **Decorations may not be applied to the acoustical panels.**
10. Barbecues only are acceptable in the clubhouse patio area with prior notification to check-in agent. Barbecues must remain on the cement area which has been marked with white paint.
11. Portable, imported play equipment may be set up in enclosed patio east of clubhouse and must not cause any damage to lawn and/or decorative plants.
12. The clubhouse is not a place of public accommodation. Outside Organizational groups (scouts, service clubs, sports clubs, etc.) may not be allowed to hold ongoing meetings in the clubhouse.
13. After the event, all trash must be removed from the Clubhouse and returned to the residence.
14. Be sure to accurately estimate the number of guests. Exceeding the stated number by more than 20 percent may result in forfeiture of the deposit.

Terra Mar Clubhouse Rules and Regulations (Continued)

15. **Business functions** held for the sale of goods and services are not allowed.

16. **Reservation Procedures**

A. **Before reserving the clubhouse**

1. Resident Homeowner must be current on HOA fees.
2. Tenant must get Homeowner's permission in the form of a signed letter (can be faxed) stating; tenant's name and property address, owner's name and current address and phone number, date of event, owner's consent for tenant's use and acceptance of financial responsibility for any damages incurred.

B. **After meeting the above requirements**

1. Call Avalon Management at 760-481-7444 between 9:00am and 5:00pm Mon-Thurs and 9:00am and 4:00pm on Fri, to request your date; you will receive a packet of information and clubhouse reservation form. Fill out the form completely and return it with your deposit check to management. **The clubhouse is not considered reserved until management has received the completed reservation form, use fee and deposit check.** Reservations will not be accepted for an event more than 3 months from current date.
 - a. Call volunteer to schedule your check-in and check-out time. Check-ins must be booked at least **72 hours in advance**. (Please see item 16C.)
 - b. Meet volunteer at scheduled check-in time to receive the key to the clubhouse. Clubhouse volunteer will not perform check-in if HOA does not have pre-approved reservation form.
 - c. Upon arrival for your event, should you notice any problems not noted during your check-in, call Avalon within first 15 minutes and leave a message reporting the specific problem.
 - d. Meet volunteer at scheduled check-out time. Return key to volunteer who will complete an inspection of the clubhouse. If no problems are noted, the volunteer will sign off the reservation form; you may return your signed off reservation form to Avalon and your deposit check will be returned to you. If any problems are noted, the volunteer will contact management and your check will be held until the situation is resolved.

C. **Residents are reminded that reserving the clubhouse does not guarantee access unless a volunteer is available to do check-in/check-out. In the event that you are unable to secure a volunteer, the pool area may not be used to hold your party. The pool area is primarily for the use of residents.**

- a. *Volunteer never relinquishes key.*
- b. *Volunteer check in, verify head count, check out.*

If volunteer is reserving clubhouse, must be checked in/out by other volunteer.

Enforcement: \$400 deposit plus enforcement/fine.

Terra Mar Homeowners Association Clubhouse Reservation Form

| | |
|---|---|
| Homeowner's Name: _____ | |
| Tenant's Name: _____ | |
| Property Address: _____ | |
| Mailing Address: _____ | |
| Phone Numbers: (____) _____ | (____) _____ |
| (Homeowner #) | (Tenant #) |
| Date of Reservation: _____ | Number in Party: _____ |
| Type of Event: _____ | Hours of Reservation: _____ <small>(5 hours maximum)</small> |
| Do you plan to setup/use any play equipment? Yes: _____ No: _____ | |
| <i>If yes, please specify: _____</i> | |
| <i>Use of play equipment may require Board approval and/or a signed liability release form.</i> | |

I understand that (please initial each item):

1. Homeowner is responsible for any damages to the Clubhouse that occurred at time of use.
2. Homeowner/tenant is responsible for following all Rules and Regulations regarding the Clubhouse and may be subject to penalties for violations.
3. **Reservation of the clubhouse does not include reservation of the pool area.** The pool area is a high-demand common amenity and can not be reserved for private use nor may it be used in conjunction with Clubhouse rental.
4. The Clubhouse may be reserved for a maximum of 5 hours, including setup and cleanup.
5. After the event, all trash must be removed from the Clubhouse and returned to the residence.
6. Be sure to accurately estimate the number of guests. Exceeding the stated number by more than 20 percent may result in forfeiture of the deposit.
7. I understand that I cannot nail, glue, tape, pin or otherwise attach anything to the acoustic panels and that such action will result in a forfeiture of my \$400 deposit.

Date: _____ Homeowner's Signature: _____

Date: _____ Tenant's Signature: _____

FOR OFFICE USE ONLY

\$400.00 Deposit Received: Yes: _____ No: _____ Ck.#: _____

Deposit Returned: Yes: _____ No: _____

If check not returned, explain: _____

Approved: _____

Terra Mar Homeowners Association

Waiver Of Liability/Assumption of Risk Regarding Activity Involving Use of Clubhouse and/or Common Area

I, the undersigned, agree as follows:

I understand that by signing this form, all participants in any planned event I schedule at the Clubhouse and/or Common Area including myself, hereby voluntarily waive, release and discharge any and all claims, liability and accuses of action, expenses and compensation, whether known or unknown, which I or they may have against the Terra mar Homeowners Association, its agents, employees, representatives, directors, officers and members in connection with my election to participate in such activity.

I further understand that I voluntarily assume all risks of loss damage, or injury in connection with this activity. I acknowledge that the Terra Mar Homeowners Association does not sponsor, oversee, supervise, or manage this activity, nor is responsible for any equipment or items in association with this event.

I further acknowledge that the Association requires a deposit of \$400.00 for use of the Clubhouse and/or Common Area and such deposit can be used as collateral in case of damage that may occur during my reserved period of time. Damages will be assessed by a member or volunteer on the Clubhouse Committee performing the post-activity walk through. In the case where the assessed damages exceed the available collateral, I assume responsibility to pay the excess amount.

I have read, understand, and will comply with the Rules governing use of this Clubhouse and/or Common Area. I understand and accept my financial and legal responsibilities with regard to my use of this area. I will be in attendance at all times while the Clubhouse and/or Common Area is being used.

Print Name

Date

Terra Mar Address

Telephone Number

Resident Signature

Terra Mar Homeowners Association
The Avalon Management Group, Inc. AAMC
3618 Ocean Ranch Blvd.
Oceanside, CA 92056
760-481-7444
TerraMar@avalonweb.com

AUTHORIZATION FOR TENANT RESERVATION OF CLUBHOUSE

I _____, certify that I am the legal owner of the property described

as Lot _____, on _____ in the Terra Mar community.
(Street Address)

I hereby grant permission for my tenant, _____, to reserve the clubhouse as follows:

Date of Reservation: _____ Number in Party: _____

Type of Event: _____ Hours of Reservation: _____
(5 hours maximum)

I understand that fines, legal fees, and other action taken in the enforcement of Rules and Regulations of Terra Mar Homeowners Association are the responsibility of lot owners.

I declare, under penalty of perjury, that I am the person who executed this authorization and by this execution it is my act and deed.

Signature of Owner

Date

Copy of Rental Agreement and a utility bill or drivers' license listing the applicant's name and address may be required to establish residency.

TERRA MAR HOMEOWNERS ASSOCIATION

Clubhouse Reservation Volunteers

July 28, 2006

| <u>Volunteer</u> | <u>Home Phone #</u> | <u>Days Available</u> |
|-------------------|--------------------------------------|-----------------------|
| <u>Tina Jones</u> | Cell-phone # ⁷⁶⁰ 213-3791 | Call to See |
| Ingrid Galieti | 630-1150 | Call to See |

IMPORTANT:

Contact a volunteer right away to make arrangements.

Terra Mar Homeowners Association

CLUBHOUSE CHECK-IN/Check-out SHEET

Homeowner/Tenant Name: _____

Date of Reservation: _____ Hours of Reservation: _____

ATTENTION HOMEOWNER

To have your deposit check returned, please mail this completed form to:

Terra Mar Homeowners Association
C/o Avalon Management Group
3618 Ocean Ranch Blvd.
Oceanside, CA 92056

CLUBHOUSE VOLUNTEER USE ONLY

Terra Mar Volunteer Agent: _____

| <u>Clubhouse Inspection</u> | <u>Before Use</u> | | <u>After Use</u> | |
|------------------------------------|--------------------------|----|-------------------------|----|
| Floor Clean | Yes | No | Yes | No |
| Furniture Clean | Yes | No | Yes | No |
| Sinks/Counters Clean | Yes | No | Yes | No |
| All Trash/Decorations Removed | Yes | No | Yes | No |
| Bathrooms Clean | Yes | No | Yes | No |
| Acoustical Panels Damaged | Yes | No | Yes | No |
| Any Damage | Yes | No | Yes | No |

If so, explain: _____

Number in party (from application): _____ Actual number: _____

Okay to return check? Yes: _____ No: _____

If NO, please explain: _____

Volunteer Signature: _____ Date: _____