

# **DEER CREEK VILLAGE HOMEOWNER'S ASSOCIATION**

## **Clubhouse Rules and Policies**

**Effective**  
**July 2021**

The Clubhouse is intended to serve as a meeting place for the DEER CREEK VILLAGE HOA functions. The Clubhouse is available with a reservation fee for DEER CREEK VILLAGE Property Owners whose Association Dues are current, to reserve for private social functions **HOSTED AND ATTENDED at all times during the private event by the DEER CREEK VILLAGE Property Owner** and their guests. The Clubhouse cannot be reserved for third-parties. There is only one (1) allowed reservation per calendar day.

**DEER CREEK VILLAGE Property Owners must be in attendance at all times.**

**The CDC has developed recommended actions for preventing the spread of COVID-19 as well as other illnesses. Please follow CDC guidelines at the time of your event for group gatherings.**

SECTION 9.1. HOLD HARMLESS AND INDEMNIFY FOR USE OF COMMON AREA, LAKES, SWIMMING POOLS AND APPURTENANT STRUCTURES, PLAYGROUNDS, AND RECREATIONAL FACILITIES. Residents agree to hold Declarant and the Association harmless and shall indemnify the Declarant and Association from any damage, loss, injury, detriment, or liability of any type from the use of the Common Area, lakes, swimming pool and appurtenant structures, playground, and recreational facilities and equipment, if any.

***The POOL CANNOT be reserved for private functions and IS NOT to be used during a function or after normal pool hours. Fitness Center is closed to homeowners and its guests during any private event.***

### **Maximum Clubhouse Capacity: 113**

The Clubhouse is to be kept locked at all times except during scheduled functions. Key will be made available for those adult residents scheduling approved functions.

Planned HOA events/activities take precedence over private functions.

The Clubhouse will be made available on a first come/first-serve basis to Property Owners of DEER CREEK VILLAGE whose **DEER CREEK VILLAGE Annual Homeowner Association Fees are current and are in compliance with DEER CREEK VILLAGE CC&R's**. It is suggested that reservation requests be made as far in advance as possible however a minimum of Fifteen (15) business days is required.

**The Clubhouse will be reserved for one (1) event only per calendar day. Reservations are not recorded and confirmed until the Clubhouse Rules, Reservation and Cleaning Damage Agreements have been: (1) Completed, signed, dated, and submitted with required deposit and fee paid and received by the HOA Management, (2) HOA Management has received and approved Reservation AND (3) Deposit and Fee payment.**

## **Clubhouse Reservations:**

Contact the DEER CREEK VILLAGE HOA management via email LeahW@neighborhoodsplus.com, to determine if date and time for a reservation is available. If available, a Clubhouse Reservation Agreement and the Clubhouse Rules will be emailed to you.

**The Clubhouse Rules, Reservation, Cleaning/Damage Agreements must be completed, signed, and submitted to the DEER CREEK VILLAGE HOA a minimum of fifteen (15) business days before the requested date and the deposit must be submitted and received at same time. Any deposit not received with the reservation form will not be accepted.**

The items on the top of the form under Reservation Information are to be completed in detail for all functions. Be specific, please. Just writing the word “party” for specific purpose is not adequate.

**A \$140.00 Reservation Deposit and \$60.00 Non-Refundable User Fee needs to be 2 separate payments per calendar day of event must accompany all reservations. Payment by Check or Money Order will be accepted from the Host Primary DEER CREEK VILLAGE Homeowner Only and should be made payable to the DEER CREEK VILLAGE HOA at NSC 1326 Fretz Dr Edmond, OK 73003. The \$140.00 Reservation Deposit per calendar day of event will be refunded within 30 days following the event and final inspection if the cleaning standards have been met according to the checklist. *Anyone who reserves the clubhouse but wants to cancel the reservation must notify the clubhouse committee no later than Seven (7) days prior to the event either in writing or by e-mail. If the cancelation is not received Seven (7) days prior to the event, the homeowner will not receive a refund of the \$140.00 Deposit. The \$60.00 User Fee is non-refundable.***

Any specific questions concerning cleaning, hours, use of extra tables, chairs, etc. should be directed to the HOA management at the time the reservation is made. ***The HOA management will not be available to go to the Clubhouse on last minute notice to answer questions, provide keys, etc.*** Keys will be given to the DEER CREEK VILLAGE Homeowner making the reservation when making the payment at NSC office the keys will be available to pick up the day before your event is scheduled.

**DEER CREEK VILLAGE HOA Contact: Neighborhood Services** You will then return the key to Neighborhood Services after the event, your security deposit will be returned after HOA board gives NSC permission.

***The Clubhouse is to be used for homeowner private social purposes only. The clubhouse is not to be used for any activity which would yield personal monetary gain or for any outside organization’s meetings.***

Due to the size of the Clubhouse and the proximity of homes, careful attention must be paid to music and noise. At no time, should the sounds of a gathering be heard outside of the Clubhouse building:

After guests arrive, doors should remain completely closed (Do not prop doors open.)

Guests should enter and leave functions by the front door in order not to

disturb residents that reside around the Clubhouse.

All evening functions must be over by 10:00 PM on weeknights and by 11:00 PM on Friday and Saturday nights, No Exceptions.

**NO Smoking or Vaping is permitted inside the Clubhouse.**

**The Fitness Center is Not to Be Accessed or Used by any Guest(s) during event.**

The DEER CREEK VILLAGE Homeowner reserving the Clubhouse will assume full responsibility for any and all accidents, illnesses or claims that may arise as a result of any accident or for any other reason in connection with the private social event for lease of the Clubhouse by said homeowner. The said homeowner shall agree to the hold harmless contained in the Rental Agreement to which these rules are attached.

Clubhouse Rules & Policies will be emailed to you with the Reservation Agreement.

### **BEFORE THE FUNCTION:**

The Cleaning Checklist and Post Cleaning Checklist will be emailed to you when your reservation has been confirmed. The DEER CREEK VILLAGE Homeowner will sign the Pre-Function Clubhouse approval notice and Homeowner will need to return the key and Cleaning Checklist to Leah Warden at NSC.

### **FOLLOWING THE FUNCTION:**

The Checklist for Cleaning is to be completed when the Homeowner's function is over. This checklist along with the key should be returned to Leah Warden at NSC no later than 9 AM the day following the event. Leah will use the same checklist to verify that the premises are left appropriately clean. In the event any of the items on the cleaning checklist are unsatisfactory, the Reservation Deposit will be forfeited.

Should any Homeowner or guest using the Clubhouse damage, destroy or lose any of the property therein, the host Homeowner will be **fully** responsible for the entire cost of replacement and repairs. In the event the entire cost of replacement and repairs is not paid, then a lien will be filed on the host Homeowner's home.

The host Homeowner is responsible for all clubhouse keys until they are returned the day after the event to Leah at NSC.

The Reservation Deposit will be returned to the host homeowner/ resident under the following conditions:

The Clubhouse is cleaned and left in an acceptable condition by 9 AM on the day following the event.

Every item on the checklist for cleaning is completed and the checklist and keys have been returned to NSC by 9 AM on the day following the event.

All conditions of the Clubhouse Reservation Agreement have been met.

The Reservation Deposit will be returned within 30 business days from the day following the event

NSC has advised the Board status of inspection.

**LOSS OF CLUBHOUSE PRIVILEGES:**

Property Owners may lose the privileges of reserving and using the DEER CREEK VILLAGE Clubhouse for any of the following reasons:

Noise and disturbance that carries outside the DEER CREEK VILLAGE Clubhouse building to the extent that Property Owners are disturbed.

The pool is used anytime during or after normal pool hours.

The cleaning standards have not been met according to the checklist.

It is found that information provided the DEER CREEK VILLAGE HOA on the Clubhouse Reservation Agreement has been misrepresented intentionally for any reason.

Any other violation in accordance with the Clubhouse Reservation Rules.

When any of the above conditions are found to be true, the host Homeowner will lose DEER CREEK VILLAGE Clubhouse privileges for a period of time in keeping with the severity of the offense as determined by the DEER CREEK VILLAGE Board of Directors. The host Homeowner will be notified in writing from the Board of Directors of such a loss of Clubhouse privileges.

**The attached Reservation Form is to be completed, signed and returned to DEER CREEK VILLAGE HOA, c/o NSC via email to: LeahW@neighborhoodsplus.com Reservations are not guaranteed until form is returned, deposit is received, and reservation is confirmed.**

**Reservation Deposit & Non-Refundable User Fee is to be paid to NSC 1326 Fretz Dr Edmond, OK 73003.**

**I acknowledge that I have read the above and agree to abide by the Rules and Policies which are attached to and a part of the DEER CREEK VILLAGE Clubhouse Reservation Request.**

**Homeowner Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_