

## Lydia Estates HOA Pavilion Request:

1. The Homeowner will contact the management company (Lifestyles Property Services) to request use of the Pavilion at Lydia Estates

- (904) 432-1207 OR [CAM@MyLRW.com](mailto:CAM@MyLRW.com)

2. Lifestyles will confirm the homeowner's assessment is up to date.

- If the assessment is not current, the request will not be accepted.
- If assessment is up to date (or in good standing with a payment plan), Lifestyles will contact a Board Member with the homeowner's name, address and date/type of function.

3. If no conflicts with dates and/or times arise, A Board Member will contact A Classic Touch to ensure the Pavilion is clean and prepared for the event.

- Only **one** event is permitted per day. Split day reservations are not allowed.

4. The Homeowner will provide a non-refundable **\$50 deposit** (check or money order) **prior to** the scheduled event date.

- Check or Money Order
- Payable to Lydia Estates
- Checks/ Money Orders can be mailed to:

**Lifestyles Property Services**

**10113rd St N**

**Jacksonville Beach, FL 32250**

- Checks/ Money Orders can be brought to:

**1301 Riverplace Blvd (8th Floor)**

**Jacksonville, FL 32207**

5. At the Event's conclusion:

- The Homeowner will ensure the Pavilion Area (surrounding areas, restrooms, etc.) is clean and free of any debris, trash, or remnants of the Event.
  - Please note: The use of staples to hang decorations in the Pavilion area is strictly prohibited.
- Trash must be **removed** from bins in Pavilion Area

7. If there is damage:

- Pictures and description will be recorded of any damage as a result of the homeowner's event.
  - The full deposit **will** be retained by the Association and possible additional consequence(s) to the homeowner depending on the severity of damage.

8. A Board Member will maintain an ongoing record of pavilion reservations.