

Exhibit B- Clubhouse Closing Procedure

Closing Procedures for the Clubhouse At Windy Hill Farms

1. Trash needs to be taken to the outside trash cans. New trash bags should be placed in all trash cans.
2. Kitchen counters, cabinets and sink should be cleaned
3. Kitchen floors should be swept and mopped
4. Refrigerator should be cleaned out and cleaned of dirty fingerprints and spills
5. Bathrooms need to be cleaned, swept and mopped
6. Bathroom doors should be cleaned of dirty fingerprints
7. Furniture should be moved back to its original position
8. Folding tables and chairs should be returned to their original positions. Stack tables next to refrigerator. Chairs hanging on wall brackets or stack outside kitchen / store room
9. All floors should be swept and mopped
10. Ceiling fans should be turned off
11. Fireplace should be turned off
12. All light should be turned off
13. Thermostat should remain locked.
14. Check to be sure all windows are locked
15. Check that front and back doors are shut completely and locked.

Please keep the Clubhouse clean!

Exhibit C- Clubhouse Reservation
Agreement

WINDY HILL FARMS

HOMEOWNER'S ASSOCIATION

Clubhouse Reservation Rules and Agreement

Revised (09/27/2019)

NOTICE: THIS RESERVATION ALLOWS EXCLUSIVE USE OF THE CLUBHOUSE ONLY. THERE IS NO EXCLUSIVE USE OF THE POOL. ALL RESIDENTS WILL HAVE ACCESS TO THE POOL DURING YOUR EVENT.

ELIGIBILITY: Only adult homeowner/members of Windy Hill Farms Homeowner Association ("Residents") will be eligible to reserve the clubhouse facilities. Restriction to rental/use may occur if previous rental resulted in damages or abuse of the facilities. Any resident may be restricted from rental/use of the clubhouse if delinquent in their homeowner association assessments.

RESERVATIONS: Reservations should be made exclusively through Spectrum Association Management, at reservations@spectrumam.com. Please keep in mind that the clubhouse is reserved on a first come, first service basis and reservations cannot be made until a completed agreement and deposit are received by the management company. It is the Resident's responsibility to follow-up with the management company to verify the signed agreement and deposit have been received. Please do not mail out any invitations (if applicable) without first getting confirmation that you have been placed on the calendar.

ACCESS: If an email address is not provided to the management company on this document then it is the resident's responsibility to obtain the front door code from the management company prior to their scheduled event. The code changes every Monday. The code will be given to you at the time of confirmation via phone call, or email. Any calls to the answering service after hours or on the weekend for clubhouse code, will result in a \$15.00 fee being charged to your account to offset this fee charged to the association on your behalf.

SECURITY DEPOSIT: A \$100.00 security deposit (**\$200.00 if serving alcohol**) is required at the time the reservation is made. The deposit will be held until after the rental date and inspection for damages and cleanliness of the clubhouse is completed. **IF YOU DO NOT SPECIFY 'RETURNED' OR 'SHREDDED' ON THE FORM IT WILL AUTOMATICALLY BE SHREDDED.** If you will be serving alcohol, an Alcohol Consumption Policy form must be requested and the applicable deposit must be submitted with your reservation on a separate

check. Please follow the closing/cleaning procedures checklist mailed or delivered to Spectrum Association Management, 5212 Tennyson Parkway STE #130, Plano, TX 75024. Checks should be made payable to: Windy Hill Farms HOA.

RESERVATION POLICY:

- Reservations can be made no more than six (6) months in advance as of the first of the month.
- Normal reservations (one-time non-recurring events) are limited to no more than four (4) reservations per calendar year per resident.
- Recurring reservations (reservations by a Resident on behalf of an approved group such as Boy Scouts, Bible study, Garden Club) are limited to no more than two (2) reservations per month per Resident.
- Recurring reservations can be made for only a one (1) month interval and can be renewed anytime during that month to extend the time for a month from the renewal date. This will allow other Residents to reserve that time if they reserve a month early.
- Recurring reservations can be limited by the WHF Board of Directors if they cause scheduling problems with other residents. If recurring reservations are repeatedly not used, then privileges will be revoked. (In order to allow all residents the opportunity to reserve the clubhouse, no recurring group event reservations are allowed during weekend days which include Friday, Saturday, and Sunday.
- Community of WHF Board or Committee functions take precedence for use and may be scheduled up to six (6) months in advance. WHF Board Members, Committee Chairs and Board-Designated individuals can reserve and use the clubhouse with no deposit and without this form for up to two (2) uses per month each.
- Nails, thumb tacks, or similar items are not allowed on the walls.
- Do not drag furniture or any other equipment on the floors of the clubhouse. Please treat the community clubhouse with respect.
- Do not stain or damage any furniture within the clubhouse.

DAMAGE: Any damage to the clubhouse or furniture will result in a fee determined by the board of directors.

TIME LIMITS: Reservations are limited to four (4) hours per day and all functions must end no later than midnight on the date of the reservation. The management company places an hour between events on the calendar to accommodate the need for set up and clean up so that does not need to be included in your four (4) hours. For those using the pool, all regular posted pool hours and all pool rules must be followed.

NO EXCLUSIVE POOL ACCESS WILL BE GRANTED

RULES AND REGULATIONS: NO PETS ALLOWED, NO ALCOHOLIC BEVERAGES WITHOUT SIGNED CONSUMPTION POLICY AND DEPOSIT, NO SMOKING, NO LOUD MUSIC, NO LOITERING IN PARKING LOT, AND NO FUNCTIONS TO BE HELD PAST MIDNIGHT. NO ALCOHOL OR GLASS CONTAINERS ALLOWED IN POOL AREA. ALL WINDY HILL FARM HOMEOWNERS ASSOCIATION RULES AND POLICIES ON CLUBHOUSE USE, ALCOHOL USE AND POOL MUST BE COMPLIED WITH.

By signing below, I have read, understand, and agree to adhere to all policies, rules and procedures for the use of the clubhouse as stated above. I understand that I am responsible for all damages and the cleaning of the clubhouse. I also understand that I will be charged for any damages which occurred during my reservation time of the clubhouse or for any costs obtained to clean the clubhouse. I acknowledge that I have received a copy of the clubhouse closing/cleaning procedures: Only adult homeowner/members of Windy Hill Farms Homeowner Association ("Residents") will be eligible to reserve the clubhouse facilities. Restriction to rental/use may occur if previous rental resulted in damages or abuse of the facilities. Any resident may be restricted from rental/use of the clubhouse if delinquent in their homeowner association assessments.

Click to Sign
Signature

Electronic Signature Consent

By checking here, you acknowledge you have read and understand the above terms, and are consenting to the use of your electronic signature in lieu of an original signature on paper. You have the right to request that you sign a paper copy instead. By checking here, you are waiving that right. After consent, you may, upon written request to us, obtain a paper copy of an electronic record. No fee will be charged for such copy and no special hardware or software is required to view it. Your agreement to use an electronic signature with us for any documents will continue until such time as you notify us in writing that you no longer wish to use an electronic signature. There is no penalty for withdrawing your consent. You should always make sure that we have a current email address in order to contact you regarding any changes, if necessary.

Full Name

Address

Home Phone

Work Phone

Email Address

Select Option

Duration

Date of Event

Recurring Event Dates

List dates of recurring events. Indicate Not Applicable if not having recurring events.

Time of Event

Start and End time

of Guests

Purpose of Reservation

Are you serving alcohol?

After my reservation, I would like my deposit check

WINDY HILL FARMS HOMEOWNERS' ASSOCIATION

ALCOHOL CONSUMPTION POLICY

The serving and consumption of alcoholic beverages at clubhouse activities can result in injuries and damages as well as liabilities to individuals and the Homeowners Association and therefore should be undertaken with great care. However, the Homeowners Association Board recognizes that consumption of moderate amounts of alcoholic beverages is often a feature of adult social occasions and therefore should be permitted so long as it is not done in a harmful or dangerous manner.

In order to permit the serving and consumption of alcoholic beverages at a clubhouse activity, the homeowners' association member who reserves the clubhouse for the activity agrees to enforce the following alcohol consumption rules for the member and all guests. Please note that no access to the pool area will be granted if alcohol is consumed.

The deposit will be double the typical amount if alcohol is consumed.

- The fact that alcohol will be served must be reported at the time the clubhouse is reserved for an activity.
- No minors may be present when alcohol is served unless in the custody of a parent.
- No person shall be served or consume enough alcohol to be inebriated (defined as the minimum level of blood alcohol which would make it an offense to operate a motor vehicle under the laws of the City of Murphy and the state of Texas)
- Should any person consume more than a moderate amount of alcohol, that person shall be transported from the clubhouse by a designated driver who is not inebriated.
- No alcohol may be served or carried outside the clubhouse and covered patio area at any time.
- Absolutely no glass containers outside the clubhouse area at any time.
- All alcohol present at an activity shall be provided by the member or guests and no alcohol may be sold.

By signing below, the homeowners' association member, and his or her guests, acknowledge the Homeowners' Association will be held harmless for any damage or injury incurred during use of the clubhouse.

Signature

Current Date: Fri Apr 24, 2020

Exhibit D- Clubhouse Rules

WINDY HILL FARMS H.O.A.

CLUBHOUSE RULES AND REGULATIONS

Right of use of recreation facilities is suspended during any period in which a homeowner is delinquent in the payment of any assessment duly established by the association.

USE: Only adult homeowner members of the H.O.A. are eligible to reserve the clubhouse. Only those involved in the function will be allowed to enter the clubhouse during the reserved time. An adult must be present during all functions at all times. Restriction to rental/use may occur if previous rental resulted in damages or abuse of the facility. Only the clubhouse may be reserved. The pool area may not be reserved!

ACCESS: The clubhouse is to be locked at all times unless it is being used for a pre-reserved function. Each homeowner is responsible for obtaining the codes to the clubhouse entrances (from the street and from the pool) from the management company. The doors to the clubhouse must be locked upon leaving.

FURNITURE: The furniture should be returned to its original position after use. Please, do not hang anything off of the ceiling fans. Movable furniture (in the back storeroom) can be used, but it must be cleaned and returned to the original storage area after use.

SMOKING: Smoking is strictly forbidden in the clubhouse!

FOOD: Food and drinks are allowed in the clubhouse at your own risk. Alcoholic beverages are not allowed in the clubhouse, or on clubhouse/pool grounds.

GUESTS: Members may bring guests free of charge, however guests must be limited so that the total number of people in the clubhouse never exceeds the **MAXIMUM CAPACITY FOR THE CLUBHOUSE OF 50 PEOPLE**. A member must accompany all guests at all times. The member is responsible for the actions of their guests. The member is also responsible for informing all guests of the rules and regulations outlined in this handout.

RESERVATION POLICY: Reservations are accepted no more than three (3) months of the function. Each homeowner is limited to no more than two (2) reservations per month for a five-hour period. A \$100.00 security deposit is required at the time the reservation is made. The deposit will be held until after the rental date and inspection for cleanliness and damages of the clubhouse is completed. Checks should be made payable

to Windy Hill Farms H.O.A. and delivered/mailed to the Management company. Community or committee functions take precedence for use and may be scheduled up to six(6) months in advance. Call the Management company to make a reservation.

MICROWAVE: The microwave is to be used by adults only. The microwave must be cleaned after use.

CLUBHOUSE CLEANLINESS: Cleaning supplies, paper towels, trash bags, etc. are in the kitchen cabinets and available for your use in cleaning the clubhouse after your function. We all enjoy using the Clubhouse and with that comes the responsibility of cleaning up after your function. A list of closing/cleaning procedures is posted in the kitchen to assist in cleaning up after your function.

TIME LIMITS: Reservations are limited to five hours. All clubhouse functions must end no later than midnight. For those using the pool, all regular pool hours must be followed. **NO EXCLUSIVE POOL ACCESS IS GRANTED.**