

Wyndham Lakes Clubhouse & Pool

Reservation Policy

To reserve the clubhouse facility, or the pool for guests of 7 or more, a member of the Wyndham Lakes HOA must comply with the following:

- ◇ Be of good standing and current on membership dues.
- ◇ Coordinate your Event with the Clubhouse Manager
- ◇ An adult homeowner must be present at all times during the Event.
- ◇ The Event will have a maximum of 25 attendees, and at least one adult for every five children under 12.
- ◇ Pool facilities are not exclusive for the Event and cannot interfere with the use of the Pool Facilities by other Association members and their guests.
- ◇ There shall be no smoking or vaping in the clubhouse or pool area.
- ◇ All posted Pool Rules must be followed.
- ◇ A member of the clubhouse committee will check the clubhouse prior to the event and following the event within 48 hours.
- ◇ The Clubhouse Manager will provide an access code to the homeowner which will be valid during the reserved time period.
- ◇ Pay a **\$50 Event deposit fee** with check payable to WLHOA, due at the time of reservation.
- ◇ If the clubhouse and or pool area sustain any damages or are not properly cleaned in accordance with the cleaning checklist, that \$50 deposit will be used for cleaning or replacing damaged items. **If the damages or cleaning exceed the \$50 deposit, the homeowner agrees to reimburse the HOA for the full cost of repairs within 10 days of receipt of a written explanation.**

Homeowner signature of agreement

Date

Wyndham Lakes Clubhouse & Pool

Clean-up Checklist

After your Event at the clubhouse and/or pool, please use this list to make sure the facilities are cleaned and ready for the next rental.

CLUBHOUSE:

- ☐ ◇ Remove all trash from kitchen and bathroom and place in trash receptacle outside where it is stored for trash pickup. Replace bathroom trash bag.
- ☐ ◇ Place new trash bag in each trash can (in the cabinet), bags located in the base cabinet to the left of the trash base.
- ☐ ◇ Remove any perishables from the refrigerator.
- ☐ ◇ Load and run the dishwasher if any non-disposable items used.
- ☐ ◇ Sweep and mop all the floors. Vacuum, broom and mop are in table storage room.
- ☐ ◇ Clean stove, oven and microwave. Cleaning supplies are under the sink.
- ☐ ◇ Wipe clean sink, countertops and any tables used.
- ☐ ◇ Clean and sanitize bathroom.
- ☐ ◇ Refill any paper goods used in kitchen or bathroom from supply closet.
- ☐ ◇ Remove any stains or marks on walls, cabinets, or floor.
- ☐ ◇ Close and lock all windows and doors. Lower and close all mini blinds.
- ☐ ◇ Turn off the lights and ceiling fans.
- ☐ ◇ Set thermostat; in winter, set heat to 58 degrees, in summer turn air to 77 degrees.
- ☐ ◇ Fold chairs and stack with tables in back room. **Do not block closet doorway.**
- ☐ ◇ **Notify Clubhouse Manager or any board member of any issues or problems.**
- ☐ ◇ **Report any supplies that are running low or are completely gone.**

POOL:

- ☐ ◇ Straighten all tables & chairs. Close umbrella. Straighten all lounge chairs used.
- ☐ ◇ Clean and wipe down any tables and chairs used.
- ☐ ◇ Throw out all trash. If trash can is full - empty into trash receptacle & replace bag.
- ☐ ◇ Check restrooms for any trash, running water, or replace empty paper towels or toilet paper holders.
- ☐ ◇ Secure closed gate when leaving.