

Birdsong Clubhouse Checklist

Initial walk through completed on _____ by _____.

First reservation yes or no If no, \$20 fee collected before reservation is confirmed.

The following checklist will be used to determine whether the \$50 deposit will be refunded. Checks can remain on file for 90 days and will then be returned or shredded. Bring your own cleaning solutions and materials.

_____ Bathrooms clean

_____ Main room clean, swept, and mopped if necessary

_____ Chairs are stacked along east wall and are accounted for

_____ Tables are flat against east wall and all accounted for

_____ **FIREPLACE IS FOR DECORATIVE PURPOSES ONLY. DO NOT USE.**

_____ Thermostat set at 55 in winter and 78 in summer. All lights turned off.

_____ No tape, tacks, etc. on walls, fans, or other structures within or outside of clubhouse.

_____ Garbage disposed of properly-bring trash bags

_____ Kitchen clean, including counters, refrigerator, freezer, microwave, and oven. **DO NOT LEAVE ICE IN THE FREEZER.**

_____ Outdoor areas clean, including grassy area, sidewalk, and parking lot

_____ I, the undersigned, acknowledge the conditions of all items listed and am in agreement with the checklist. A walk-through has been conducted in my presence before the use of the property and will also be conducted after my use of the property.

_____ I acknowledge that there is a \$50.00 deposit required for use of this property by me, the homeowner in the association. I understand the deposit will be refunded upon the final walk-through **if all items are in the same condition as they were before my use of the clubhouse.**

_____ I acknowledge I must be present at all times and if there is any damage in excess of the deposit, I, the undersigned homeowner, am responsible for all amounts in excess of the deposit. A special assessment can and will be made on my property until all damages are collected.

_____ I acknowledge that no one is allowed in the pool area even when the pool is open. This includes swimming and/or using the chairs in the pool area.

_____ I acknowledge that no inflatables are allowed on the property.

If guests use pool area the \$50 deposit will NOT be refunded. In addition, clubhouse privileges will be lost for one year.

After 10:00 p.m., noise should be kept to a minimum. Bartlett law is 10:00 for disturbing the peace.

I, _____, have read and understand all clubhouse rules.