

Highland Manor Homeowners Association, Inc.

Clubhouse Rental Policy

General Policies / Guidelines

1) Event Host

Every event held at the clubhouse MUST be hosted by a homeowner. It is NOT sufficient for a homeowner to be an attendee at an event (e.g. having a friend's birthday party at the clubhouse). The attendee must be the host of the event. Event hosts are responsible for any damage that is a direct result of the event.

2) Cleaning and/or repair fees

Homeowners are fully responsible for a minimum \$300 cleaning or repair fee which will be invoiced by Homeowner Management Services only if after a post event inspection it is determined the clubhouse requires additional cleaning.

Please Note: Event hosts are expected to remove and/or dispose of anything brought into the Clubhouse for the event (e.g., food, coolers, decorations, etc.) within 24 hours after the event. After the event, an HOA representative will inspect the clubhouse to determine if additional cleaning is required. If a cleaning is required, the owner reserving the clubhouse will receive an invoice.

3) Limited Number of People

Events must be limited to 100 or fewer people. Note that no more than 50 people can be on the deck at one time.

Policy for Private Functions

A private function is a function hosted by a homeowner that is NOT in any way related to the homeowner's business and is not intended to generate personal income for the homeowner or any attendee.

Examples of private functions:

- Birthday Party
- Anniversary Party
- Highland Manor Social Event or Movie Night

There are no rental fees associated with private functions. Cleaning and / or repair fees (if necessary) will apply.

Policy for Business Functions

A business function is a function related to the homeowner's business.

Examples of business functions:

- A company party
- A company board meeting / team meeting / planning meeting
- A three-day company strategy meeting

A rental fee of \$50 per day (to be invoiced upon submission of the reservation) will be applied to all business rentals.

Each rental may include a maximum of three (3) consecutive days.

Each company is permitted a maximum of two (2) rentals per month

Cleaning and/or repair fees (if necessary) will apply. Homeowners are fully responsible for a minimum \$300 cleaning or repair fee which will be invoiced by Homeowner Management Services only if after a post event inspection it is determined the clubhouse requires additional cleaning.

Policy for Non-Profit / Charity Functions

Events for non-profit and charity organizations in which the homeowner is substantially involved (e.g., board member, trustee, etc.) may be hosted at the clubhouse.

Examples of non-profit / charity functions:

- Fundraisers for charity or non-profit organizations
- Board meetings / planning sessions for non-profit organizations

There are no rental fees associated with non-profit / charity functions.

Cleaning and / or repair fees (if necessary) will apply. Homeowners are fully responsible for a \$150 cleaning fee which will be invoiced by Homeowner Management Services only if after a post event inspection it is determined the clubhouse requires additional cleaning.

Important Note: In order for an event to be considered a charity / non-profit function, the homeowner must NOT receive any form of compensation from either the event, or the non-profit organization behind the event. If compensation is involved, the event will be considered a business function, and all business function polices, guidelines, and fees apply.

Other Functions and Policies

The Board of Directors of the Highland Manor Homeowner Association (HOA) reserves the right to allow or disallow the use of the Highland Manor clubhouse for any particular event, and to adjust the rental fees, deposit requirements, or Cleaning and/or repair fees as it deems appropriate for any given situation.

How to Reserve the Clubhouse

Complete the online form on the Highland Manor website at www.highlandmanoronline.com.

For additional questions about the rental process, please contact your Association Administrator at HMS, Julie A. Kiep, by email at Julie.A.Kiep@hms-inc.net or by phone at 770-667-0595.