

# Evans Mill Clubhouse Rental Procedure:

To reserve the clubhouse, please contact Angie McCanham at:

Cell: 678)520-1692 or [angie323@bellsouth.net](mailto:angie323@bellsouth.net) or Facebook/Messenger.

1. Notify Angie of date clubhouse is needed. **Dues must be up to date, no violations**
2. She will check the date for availability. **(book early in summer) NO rentals on holiday weekends are allowed due to high volume of residents at pool.**
3. Print & fill out rental forms: Clubhouse rental forms are posted in the FILES section of the community facebook page **(your date is NOT reserved until the paperwork & checks are received)** To secure your spot, the forms must be filled out completely with correct phone, homeowner's address & email.
4. Put completed forms & TWO separate checks in a sealed envelope. On front of envelope write: "Clubhouse: your name, contact number & date of rental" (for quick & easy confirmation)

Payment: (check, cash, money order accepted) -

Payable to Evans Mill HOA

#1. \$50 rental fee(will be cashed)

#2. \$150 deposit (not cashed unless it is not clean, there is damage, or the key is lost)

- Bring to 26 Crestview Terrace. Leave in mailbox or put under mat on porch.
- A confirmation email, text or phone call will be sent when received.  
**\*Key must be returned within 4 hours of the end time of rental unless other arrangements have been made.**

**\*\*If address on check does not match the resident address please notify of name & address of the Evans Mill Resident. All rentals are verified to have their HOA dues paid in full for the community.**

## Evans Mill Clubhouse Clean Up Checklist

**\*\*it is recommended to bring your own steamer/floorcleaner/mop/vacuum from home to ensure clean floor\*\***

- 1) Wipe down counters & sink.
- 2) Wipe out microwave & refrigerator.
- 3) Sweep or Vacuum Floor
- 4) Mop Floor (***see updated floor cleaning procedure attached***)
- 5) Return furniture to original placement.
- 6) Windex: table tops, front & rear door.
- 7) Take trash out to large can, replace trash bag.
- 8) Do not leave any leftover party supplies. (remove tape from windows or walls)
- 9) Turn HVAC back to "non-occupied" settings (64\* heat, 76\* A/C)
- 10) Check porch for trash/litter.
- 11) Lock Front & Rear doors (handle & bottom latch).
- 12) Return key when finished.

\* Please notify Rodney, Angie or All-In-One Management if there are supplies missing/needed to complete clean-up. \*

\*If these items are not completed you will be asked to return & complete them. If they are not completed then your deposit is subject to charges.

- All-In-One Management: 678-363-6479
- Rodney McCanham: 678-485-2924
- Angie McCanham: 678-520-1692 (angie323@bellsouth.net)
- Racheal Hurst: 770-880-8974 (If Angie is out of town)

## Updated Floor Cleaning:

Effective 5/1/2023: Clubhouse rental fee increased from \$35 to \$50. (first increase in over 20 years). We have deep cleanings 3-4x per year now. However, it is the renter's responsibility to clean up after each event.

We've been having issues of dirty & "sticky floor" after clubhouse rentals.

### The floor is the #1 priority when cleaning up

*\* If the floor is not cleaned adequately, the \$150 deposit check will be cashed in addition to the \$50 rental fee as we will have to hire a cleaning service.*

(Personally, I've been bringing my vac/steamer from home and that seems to be working well. Swiffer is fine too, but only use warm water.)

If you do not have a vac/steamer here is the method you should use:

3. Sweep thoroughly with broom and dustpan.
4. Fill sink with hot water. (no cleaner)
5. Mop floor with hot water.
6. If there are any stains or sticky spots use a minimal amount of cleaner or water/vinegar on those areas only.

*\* \* we are getting "cleaner buildup" when the entire floor is mopped with cleaner or soap. \* \**

**Clubhouse cleaning will be verified within 12-36 hours of rental and deposit shredded if all is clean. (or you will be contacted to come re-clean if any issues arise)**

# Pool Hours

## 8am-10pm

\* Anyone seen in the pool area beyond these hours will be given 10 minutes to leave or the police will be called\*

No children under the age of 14 are allowed in the pool area without an adult.

Do NOT open the gate for others. Ask them to get their key unless it is your guest.

Without clubhouse rental the max number of guests per resident is THREE.

No glass, smoking or diving inside pool area.

Please do what you can to keep the pool area clean.

Notify the pool monitor if bathrooms need restocking.

All-In-One Management: 678-363-6479

Sears Pool Mgmt: 770-993-1492

Paulding Sheriff/non-emergency: 770-445-2117

**\*if you have a problem or see suspicious activity, call the numbers above. By reporting problems to the proper authority we can keep our pool safe!**



EVANS MILL CLUBHOUSE APPLICATION

Date application filled out: \_\_\_\_\_

Homeowners Name: \_\_\_\_\_ Dues Up to Date? \_\_\_\_\_

Address: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Type: \_\_\_\_\_

Time of Function: \_\_\_\_\_ Total # Expected: \_\_\_\_\_

**Initial Policies Below:**

\_\_\_\_\_ There is a \$50.00 user fee and a \$150.00 Security deposit  
(Please see Clubhouse Clean-Up Duties Form)

\_\_\_\_\_ Parties must be concluded by 11:30p.m. (Pool closes at 10pm)

\_\_\_\_\_ Rental of the Clubhouse will not be allowed on any holiday weekends.

\_\_\_\_\_ Any returned checks will be charged a \$35 service fee in addition to rental fee.

\_\_\_\_\_ If key is lost, stolen or damaged, the fee is \$50 for replacement (custom key)

\_\_\_\_\_ I have read and understand the cleaning policies

**- Once clean up is approved and clubhouse key is returned to the contact person, the security deposit will be shredded ( or you can pick up)**

**The floor is the #1 priority when cleaning up. \* If the floor is not cleaned adequately, the \$150 deposit check will be cashed IN ADDITION TO \$50 rental fee, as we will have to hire a cleaning service.** (Personally, I've been bringing my vac/steamer from home and that seems to be working well.)

I have read, understand and agree to the above terms:

Sign \_\_\_\_\_ Date: \_\_\_\_\_