

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
- ◇ 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.
- ◇ 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.

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 receptable outside where it is stored for trash pickup.
- ◇ Remove any perishables from the refrigerator.
- ◇ Place new plastic bag in the trash can, these can be found in supply closet or under the sink.
- ◇ Vacuum the carpet and remove any stains or spills. Empty vacuum canister.
- ◇ Sweep and mop the kitchen floor, bathroom floor, and entrance.
- ◇ Clean stove, oven, microwave and coffee pot if used. Unplug coffee pot.
- ◇ Load and run the dishwasher if any non-disposable items used.
- ◇ 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.
- ◇ Close and lock all windows and doors. Lower and close all mini blinds.
- ◇ Turn off the lights and ceiling fans.
- ◇ Set thermostat; in winter, turn heat to 55 degrees, in summer turn air to 78 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.

POOL:

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