

CYPRESS ISLAND HOMEOWNERS
GUIDELINES FOR USE OF CLUBHOUSE

The purpose of these guidelines is to ensure that all homeowners have an equal opportunity for use of the common facilities and that said facilities are maintained in good conditions.

1. Activities planned for the homeowners by the Activities Committee take precedence over individual planned activities for friends and family members who are not homeowners.
2. All homeowners who want to start a new activity for Cypress Island homeowners are welcome to do so. Please contact the chairperson of the activities committee who will coordinate the time and help with publicity.
3. Homeowners may reserve the kitchen area of the Clubhouse for small groups of friends who are not necessarily homeowners between the hours of 9 AM and 6 PM, Monday thru Friday, without charge by calling the managing agent. The homeowner is responsible for disposing on any trash if refreshments are served.
4. The Clubhouse is open daily for the enjoyment of homeowners and their families from 8 AM till 10 PM.

RENTALS:

Homeowners may use the Clubhouse for private parties and events such as showers, receptions, bar mitzvahs, christening and birthday parties in adherence to the following guidelines:

The homeowner will make a request at least two weeks in advance of the event. The request must be made to the managing agent. (Listed below) All parties and events must end by 11 PM.

The fee for rentals is \$50. The fee and a deposit of \$100 must be made with each request. The maximum amount of people is 50. These amounts should be in the form of two separate checks made out to Cypress Island HOA. The fee is retained by the Association. Chairs and tables are available if needed. If used, they must be replaced after the event. The Clubhouse will be inspected after each rental and if it is found to be clean, tables & chairs put up and keys return the next business day after the event, then the \$100 deposit will be returned. If any damage is found, it is not cleaned, tables & chairs not put up and keys not returned the deposit will be forfeited. The homeowner is financially responsible for any damage to the clubhouse or its furnishings, even in excess of the \$100 deposit.

Each household is limited to reserving the Clubhouse four times per year, at the times when a fee is required, except for extenuating circumstances. The Clubhouse cannot be rented for an all day and evening event.

Signs may be posted on the inside of the doors stating "Private Party" but the restroom area must remain open for residents to use.

The Pool, Tennis Court, and Golf Course cannot be reserved by any person or group unless approved by the activity committee. These facilities are not included in any part of the rental agreement. If it is discovered that these facilities were used by the party members that rented the clubhouse, a \$100 fine will be charged. Children and adults may play on the grass just outside the clubhouse, but may not play on the greens or tees of the golf course.

Management Agent-Blue Atlantic-5129 Oleander Dr. Ste. 101-Wilmington- NC- 28403 910-392-3130

Initial: _____

CLUBHOUSE RENTAL FORM

NAME: _____

ADDRESS: _____

PHONE NUMBER _____

DATE AND TIME I WISH TO USE THE CLUBHOUSE:

PURPOSE OR TYPE OF EVENT: _____

NUMBER OF PERSONS _____

I understand that I am responsible for any damage to the clubhouse, furnishings, and for the conduct of my guests. I understand I am responsible for any damages even in excess of my deposit.

I am responsible to see that all trash must be removed at the end of the event, the clubhouse must be clean and free of food or crumbs, all tables and chairs must be put up and returned to their proper place and the keys are returned.

I understand that the pool, tennis court, and golf course are not included in the rental of the clubhouse and I will be fined (\$100) if my guest trespasses on those areas.

Cancellations must be made at least 2 days before the scheduled event in order to receive a refund. Please contact Blue Atlantic Management 910-392-3130.

I agree to follow all the guidelines that have been stated in the rental agreement form.

SIGNATURE OF HOMEOWNER _____

DATE FEE & DEPOSIT RECEIVED: \$50 _____ **\$100** _____

DATE DEPOSIT RETURNED: _____

MAKE CHECKS PAYABLE TO CYPRESS ISLAND HOA