

The Willows Master Property Owners Association, INC.
C/O Blue Atlantic Management 5129 Oleander Drive Suite, 101 Wilmington, NC 28403
Phone: 910-392-3130 Email: Thomas@bamgt.com
Clubhouse Hours 10:00 AM-10:00 PM

(Police will be dispatched if anyone tries to access the clubhouse from 12:00 am to 8:00 am)

Name: _____ Street Address: _____

Phone: _____ Email: _____

Date of Function: _____ Type of Function: _____

What hours are needed to be in the clubhouse including set-up and clean-up? _____

I understand that the pool is not a part of the Clubhouse Rental. Initial: YES _____ NO _____

Initial below to indicate your agreement to comply:

1. Clubhouse rentals are on a "first come-first serve" basis. Reservations for the clubhouse should be made at least 30 days in advance.
 - a. Checks should be made payable to "The Willows POA"
 - b. Checks should be sent with the reservation form.
 - c. 2 separate checks should be sent. One is non-refundable, the other is refundable.
 - Check 1: \$60.00-** This is a Non-refundable rental fee. Check # _____
 - Check 2: \$150.00-** This is a refundable deposit. The deposit check will not be cashed and will be destroyed following the rental unless extraordinary cleaning or repair is required after your function. Check # _____

Initials _____
2. The member reserving the clubhouse must be present the entire time the clubhouse is in use. All functions and noise should cease by 10:00 PM unless otherwise permitted. Initials _____
3. No one under the age of 18 is allowed in the clubhouse unless accompanied by an adult. You are responsible for the behavior of all of your guests. Initials _____
4. **The rental of the clubhouse does not include the pool. The door to the pool area should not be open to the pool. Thus, there never should be wet bathing suits or towels in the clubhouse.**
Initials _____
5. No open grilling anywhere on the property. Initials _____
6. Parking of the vehicles are to be at the clubhouse parking lot only. Initials _____
7. Any signage renters would like to place within the willows must be approved in advance by the BOD.
Initials _____
8. **The affixing of items to the walls, floors, or ceiling is prohibited.** Initials _____
9. Renters are expected to leave the clubhouse and outside area in a clean state immediately following the function and cleaning checklist completed and left on the front table. Initials _____
10. Thermostats should be returned to **75 degrees in the summer and 68 degrees in the winter.** All doors are secured and locked. Lights should be turned off and all garbage should be removed from the

inside of the clubhouse and placed in the garbage receptacle on the side of the clubhouse building. Initials _____

11. There shall be no gatherings of more than 30 people per the Fire Marshall recommendations. Weddings are not allowed. Initials _____
12. The Willows Clubhouse is a common facility for all the members of the Willows Master Property Owners' Association INC. Do you agree to refrain from any activity that would jeopardize the association's insurance on the clubhouse, pool, etc? Initials _____
13. You and your guest will rent the clubhouse at your own risk. You agree to hold harmless the Willows Master Property Owners Association, INC. its members, and the management Company. Initials _____

As a member in good standing of the Willows Homeowners Association, I do hereby accept full responsibility for the use of the Clubhouse and in doing so, I agree to be responsible for any damage to the Clubhouse while it is reserved under my name. I have read and agree to abide by the rules and regulations noted above.

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Members Signature: _____ Date: _____

Access is granted by pool fob. Please write down clearly your pool fob # _____

Please mail completed application, Rental Fee and Refundable Deposit to:

**The Willows Master POA, Inc.
% Blue Atlantic Management 5129 Oleander Dr. Suite 101 Wilmington, NC 28403**

Revised: April 18, 2024