

Heron Bay Clubhouse Rules and Regulations

(updated 6/17/2010)

A. RULES

1. The Heron Bay Clubhouse is available for community events and for private functions hosted by a property owner on a fee basis. **A property owner must make all reservations, sign the rental agreement, and be in attendance at the event.**
2. Approved uses include parties, receptions and meetings. If you have any questions regarding a proposed use, please contact a member of the Heron Bay Social Committee (socialcommittee@heronbay.org) before finalizing plans. Under no circumstances will anyone be allowed to stay overnight, or otherwise use the clubhouse for 'guest' quarters. Camping on the grounds or in the parking lot is not permitted.
3. Private functions (i.e. Not open to all Heron Bay property owners) requires a user fee. There is a 3 tier system of fees based on occupancy:
 - a.) 20 or less people \$75 fee per day \$250 refundable deposit
 - b.) 21-100 people \$250 per day \$250 refundable deposit**Montgomery County Fire Code limits the number of guests to 100.**
4. Property owners may charge by credit card or submit two checks payable to Heron Bay HOA and send to Cedar Management. A \$40.00 return check fee will be assessed.
5. No deposit or user fee is required for Heron Bay Homeowners Association functions or approved community organizations, e.g. Heron Bay Garden Club, Book Clubs, Heron Bay Committee meetings etc.
6. No pets allowed in the clubhouse. No wet bathing suits-only dry clothing allowed.
7. **EXTREME CAUTION MUST BE USED with charcoal or gas grills. They cannot be used within 10 feet of the building and porch and should only be set up on the grassy area in the rear of the building.**
8. **Heron Bay Clubhouse is a Smoke-Free facility!** Smoking is prohibited in the clubhouse and porch area. Smoking is allowed only on designated black top areas and cigarettes must be disposed of in proper receptacles. Always use caution, especially near pine straw! Any cigarette butts found in or around the clubhouse will be an automatic deduction from the security deposit. Please check carefully around the clubhouse after your event.
9. Alcoholic beverages cannot be served to minors.
10. HOURS OF USE:
Sunday –Thursday.....9:00AM-11:00PM
All music and entertainment must end by 10:00PM and the premises vacated by 11:00PM.

Friday and Saturday.....9:00AM-1:00AM

All music and entertainment must end by MIDNIGHT and the premises vacated by 1:00AM

B. GUIDELINES FOR RESERVATIONS

1. The property owner should call at least 30 days in advance for any reservation. However, to avoid disappointment, please book your reservation as soon as possible. Reservations are on a first come, first serve basis. Please send an email to our Social Committee at (socialcommittee@heronbay.org) to request a reservation. Please include **your name, lot number and date of proposed event**. The social committee chairperson will return your email as soon as possible.
2. Download rules, regulations, and signature form from the Heron Bay website located at <http://www.heronbay.org/clubhouse.html>. You then need to call **Cedar Management Group at (1-877-252-3327)** to arrange your method of payment and send the signature form to:

**Heron Bay Homeowners Association, Inc.,
C/O Cedar Management Group
PO Box 26844
Charlotte, NC 28221**

Please put “HB Clubhouse Rental” and your lot number on the checks in the memo section.

3. Reservations are for the clubhouse only. The launch ramp and piers must remain accessible for community use. Please avoid parking on the left side of the clubhouse (as you are facing it) since people may be pulling in and out to launch boats.
4. Arrangements for obtaining the clubhouse key may be made at the time of reservation. The reserving property owner must make arrangements, in advance, to review the rules and regulations and to view the facility with a Social Committee member. Once the reserving property owner picks up the key and signs the rental agreement, s/he is liable for damage to the facility or any damage, breakage, vandalism, loss or theft of any property, no matter who in their party created the damage. This includes the actions of his/her guests on the premises. If the clubhouse key is not returned, the \$250.00 deposit will be forfeited.
5. The reserving property owner is responsible for following directions for all items on the Checklist, Part D (see below) and for returning the clubhouse to the same good condition it was in when s/he took possession, including returning all indoor and outdoor furniture to original positions.
6. At the time the key is returned, a member of the Social Committee will meet with the property owner to inspect the clubhouse. If all directions on the checklist have been

followed and all property is accounted for, the deposit will be returned. If the property needs any repair or replacement, the deposit will be held until the full cost of such repair or replacement is known.

7. **Above all, please treat our Heron Bay Clubhouse with the utmost care and enjoy your event!**

Other Useful Information:

- **Clubhouse Phone number: 336-461-3571 (Phone located in the kitchen.**
- **Only local calls can be made. For all emergencies call 911.**
- **There is NO ICEMAKER, NO SHOWER FACILITY**
- **Bring your own paper products**
- **Fire extinguishers: one in restroom and restroom hallway.**
- **Clubhouse address: 275 Mallard Dr., New London, NC 28127 (Montgomery County)**
- **Only use damp mop on hardwood floors.**
- **Minimal cleaning products provided under the kitchen sink.**
- **Bathroom products available in restroom cabinets.**
- **Reminder: Heron Bay is a smoke-free facility.**
- **Before leaving, do the following on the Clubhouse Checklist:**
 - **1. Return all indoor and outdoor clubhouse furniture to original positions**
 - **2. Check thermostat, adjust appropriately. Winter and fall: 65 degrees, Spring and summer: 80 degrees**
 - **3. Unplug coffee pot, check stove and make sure it is turned off.**
 - **4. Run dishwasher if needed.**
 - **5. Check men and women's bathrooms. Make sure all toilets have been flushed and turn off all lights.**
 - **6. Remove any opened food from refrigerator, stove, or counter tops. Remove all food crumbs/particles from sink, counters and floor to prevent 'bug' issues. Run garbage disposal if necessary.**
 - **7. Run vacuum over carpets and floors.**
 - **8. Use only damp mop on floors, if needed.**
 - **9. Place all garbage bags (must be of manageable weight, with each bag not weighing more than about 30 pounds) in outside container on the right side of the clubhouse.**
 - **10. Turn off all interior and exterior lights.**
 - **11. Check all doors and make sure they are locked.**

- **12.Remove all inside/outside decorations such as signs, balloons, tape etc., including those placed in the neighborhood.**

Heron Bay Homeowners Association reserves the right to make changes to terms & conditions of this rental document at any time.

Heron Bay Clubhouse Rental Signature Form

I acknowledge that I have read all the Clubhouse Rules and Regulations and agree to abide by them.

Property Owner Signature Date

Property Owner Lot # or address

Date(s) of event Number of people at event

Contact Phone Number - Home Contact phone number - cell

Deposit received Fees received

Social Committee representative signature Date

Heron Bay Clubhouse Signature Form