

GENERAL INFORMATION AND RULES ON CLUBHOUSE USE

(Revised Sept 2026)

1. The clubhouse is available at no charge for Heron Bay Homeowners Association functions and approved community organizations, e.g. social events, book club, and committee meetings.
2. The facility is available by advance reservation for private functions and community events hosted by a Heron Bay property owner. The property owner must complete and sign the rental agreement and pay the non-refundable user fee. Approved uses include parties, receptions and meetings. Under no circumstances will anyone be allowed to stay overnight or otherwise use the facility for guest quarters. Camping on the grounds or in the parking lot is not permitted.
3. Montgomery County Fire Code limits the number of guests to a maximum of 100.
4. Clubhouse restrictions and availability will follow the Assembly and Health Guidelines set forth by the State of NC.
5. Alcoholic beverages may not be served to minors.
6. NO pets and NO wet bathing suits are allowed inside the building. There is NO shower on site.
7. The facility is SMOKE FREE! Smoking and vaping are NOT permitted within the clubhouse or on porch areas. Smoking is allowed only on designated black top areas and smoking materials must be disposed of in proper receptacles. Caution is expected, especially near pine straw. Any cigarette butts found in or near the facility will generate an automatic charge back to the property owner.
8. EXTREME CAUTION MUST BE USED with charcoal or gas grills. They must be situated on the grassy area at the rear of the building and at least 10 feet away from the building or porches.
9. A Keurig is available, if you plan to use it, please bring replacement pods.
10. Reservations are for the clubhouse ONLY. The launch ramp and piers must remain accessible for community use. No parking is allowed on the driveway leading to the shoreline.
11. If there is an issue, please notify the clubhouse manager immediately.
12. Owner(s) must be present during the entire event.

13. Fire extinguishers are located in the bathroom hallway and in one of the bathrooms. If one is used during your event, notify the site manager.

14. Hours of use:

Sunday through Thursday: 9:00 am-11 pm

Music and entertainment must end by 10:00 pm and the premises vacated by 11:00 pm.

Friday and Saturday: 9:00 am-1:00 am

Music and entertainment must end by midnight, and the premises vacated by 1:00 am.

15. Address for the clubhouse is **275 Mallard Drive, New London, NC 28127** (Montgomery County).

16. Questions regarding regulations for use of the clubhouse may be directed to

17. Above all, please treat our Heron Bay clubhouse with the utmost care and enjoy your event!

HOW TO RESERVE THE HERON BAY CLUBHOUSE

1. Go to the Heron Bay website www.heronbay.org and click on “Calendar of Events” to determine clubhouse availability on the date you need.
2. If the date is open, please read the “Clubhouse Rules” document and email the clubhouse manager at NCHeronBayClubhouseManager@gmail.com
3. Write a \$125 non-refundable check made payable to Heron Bay Homeowners Association and mail it to RealManage Association Management at the following address:

Heron Bay Homeowners Association

c/o RealManage Association Management

8301 University Executive Park Drive, Suite 130

Charlotte, NC 28262

Please scan signature page and email a copy to
NCHeronBayClubhouseManager@gmail.com

4. Reservations are on a first-come, first served basis. Your reservation will be noted on the calendar as “**PENDING**” FOR 2 WEEKS until your payment has been received, and you have signed this agreement and forwarded it to RealManage along with your check and have sent the signature page to the clubhouse manager. Your reservation will change to “**CONFIRMED**” only AFTER the clubhouse manager has received notice from RealManage that your payment has been received.
5. If there is any damage to the clubhouse property or any damage, breakage, vandalism, loss or theft of property for the duration of the reservation of your event, no matter who created the damage, your account will be charged for cleaning, repairs, replacements, etc. The liability extends to the actions of your guests on the premises.

RESPONSIBILITIES OF THE HOSTING PROPERTY OWNER(S)

1. The property owner(s) must be present at the event for the entire time.
2. If desired, you may secure a temporary front gate access code from RealManage (HERBAYHA@CiraMail.com) for use by your guests on the date(s) of your event. The code may be included with your invitations and/or provided to your set up persons, caterer, or other service providers to facilitate their entry into Heron Bay. Please allow two weeks for this request to process.
3. If you are unfamiliar with the clubhouse layout and amenities or simply want to plan for furniture rearrangement, kitchen use, folding tables, tablecloths etc., you may set up an onsite meeting with the volunteer clubhouse site manager. Make this request to: NCHeronBayClubhouseManager@gmail.com
4. Once the rental agreement has been signed and approved, you become liable for damage to the property or any damage, breakage, vandalism, loss or theft of property for the duration of the reservation of your event, no matter who created the damage. The liability extends to the actions of your guests on the premises.
5. Rental includes use of kitchen appliances, equipment, plates, glass ware, and utensils. Paper products are NOT provided, so please bring your own.
6. Cloth tablecloths are available onsite. If you choose to use them, you become responsible for spot- treating stains (as needed), laundering, drying, and folding (or dry cleaning) the tablecloths for return to the clubhouse. The volunteer site manager can assist you with this decision.
7. Decorations must be placed so that walls and woodwork are not damaged upon their removal. Use of temporary hanging devices (such as Command Strips) is encouraged.
8. You must become familiar with the Clubhouse Checklist at the end of this document. You are responsible for all items on the list. The facility should be returned in the same condition it was in when you took possession at the end of the event. If needed, you can request to clean up the next day. Clubhouse Manager will do a walk through before the event and leave the checklist for you to sign on the counter.
9. After your event, initial the checklist when you have completed all the steps. Leave the checklist on the counter and let the clubhouse manager know you are done.

The clubhouse is inspected by the volunteer site manager. If all directions on the checklist have been followed, the building and grounds are in the same good condition as when he/she took possession and all property is accounted for, the site manager will notify Realmanage that the Clubhouse has been left in good condition. If the property is not cleaned satisfactorily, or needs any repair or replacement, you will be notified and the charges for the cleaning, repair, replacement, etc. will be applied to your account.

HERON BAY CLUBHOUSE AGREEMENT

I have read, understand, and agree to the clubhouse rules and responsibilities. I acknowledge that as the property owner I accept all responsibility for the condition of the clubhouse during the rental period.

Please sign and return to RealManage Association Management with your payment in order to secure your rental. Please scan signature page and email a copy to NCHeronBayClubhouseManager@gmail.com

Signature.

Heron Bay Clubhouse Checklist	Clubhouse Mgr precheck	Initial Completed
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1. Return all indoor and outdoor furniture to its original location	-	
2. Remove all inside/outside decoration including those placed in the neighborhood	-	
3. Wipe sink and countertops	-	
4. Run garbage disposal	-	
5. Hand wash and dry dishes and other items supplied and put away or run the dishwasher	-	
6. If dishwasher is used, it must be emptied.	-	
7. Remove leftover food/drinks from the refrigerator	-	
8. Wipe out refrigerator if necessary	-	
9. Clean and unplug the Keurig (if pods are used, replace them)	-	
10. Wipe stovetop, oven and inside the microwave. Ensure stove is turned off	-	
11. Run vacuum cleaner over carpets and floors if excessively dirty	-	
12. Empty all indoor trash cans and replace liners (located to the left of the sink)	-	
13. Place filled trash bags in the cans outside to the left of the back porch stairs. If they are full, take trash home with you	-	
14. Adjust thermostat: 65 degrees for fall and winter; 80 degrees for spring and summer	-	
15. If used, turn off gas logs in fireplace	-	
16. Turn of all interior and exterior lights	-	
17. Ensure all doors are locked	-	

**Leave the checklist on the counter,
initialed that you have completed all steps
or N/A**