

WINDY HILL FARMS HOMEOWNERS' ASSOCIATION

Clubhouse Reservation Rules and Agreement (Revised 2/12/09)

ELIGIBILITY: Only adult homeowner/members of Windy Hill Farms HOA ("Residents") will be eligible to reserve the clubhouse facilities. Restriction to rental/use may occur if previous rental resulted in damages or abuse of the facilities. Any Resident may be restricted from rental/use of the clubhouse if delinquent in their homeowner association assessments.

RESERVATIONS: Reservations should be made exclusively through Principal Management Group, Shannon Bankston, at 214-368-4030 or sbankston@principal-mgmt.com .

ACCESS: Each Resident is responsible for obtaining the front door code from the management company by calling Shannon Bankston at 214-368-4030 in advance the week of the reservation. The clubhouse door must be locked/secured upon vacating.

SECURITY DEPOSIT: A \$100.00 security deposit is required at the time the reservation is made. The deposit will be held until after the rental date and inspection for damages and cleanliness of the clubhouse is completed. If you will be serving alcohol, an Alcohol Consumption Policy form must be requested and the applicable deposit must be submitted with your reservation. Please follow the closing / cleaning procedures checklist provided to you and posted in the clubhouse. **This signed reservation form and the security deposit check should be mailed or delivered to Principal Management Group, 12700 Park Central Drive, Suite 600, Dallas, Texas 75251. Checks should be made payable to: Windy Hill Farms HOA.**

RESERVATION POLICY: Reservations can be made no more than six (6) months in advance as of the first of the month.

Normal Reservations (one-time nonrecurring events) are limited to no more than four (4) reservations per calendar year per Resident.

Recurring Reservations (reservations by a Resident on behalf of an approved group such as Boy Scouts, Bible Study, Garden Club) are limited to no more than two (2) reservations per month per Resident.

Recurring Reservations can be made for only a 1 month interval and can be renewed anytime during that month to extend the time for a month from the renewal date. This will allow other Residents to reserve that time if they reserve a month early.

Recurring reservations can be limited by the WHF Board of Directors if they cause scheduling problems with other residents. If Recurring Reservations are repeatedly not used, then privileges will be revoked.

Residents who have reached their limit of reservations per year or per month can still make reservations for a time that is available within seven (7) days prior to the available time.

Three (3) or more cancellations will result in forfeiture of deposit.

Community or WHF Board or committee functions take precedence for use and may be scheduled up to six (6) months in advance. WHF Board members, committee chairs and Board-designated individuals can reserve and use the clubhouse with no deposit and without this form for up to two (2) uses per month each.

TIME LIMITS: Reservations are limited to four (4) hours per day and all functions must end no later than midnight on the date of the reservation. For those using the pool, all regular posted pool hours and all pool rules must be followed. **NO EXCLUSIVE POOL ACCESS WILL BE GRANTED.**

RULES AND REGULATIONS: NO PETS ALLOWED, NO ALCOHOLIC BEVERAGES WITHOUT SIGNED CONSUMPTION POLICY AND DEPOSIT, NO SMOKING, NO LOUD MUSIC, NO LOITERING IN PARKING LOT, AND NO FUNCTIONS TO BE HELD PAST MIDNIGHT. NO ALCOHOL OR GLASS CONTAINERS ALLOWED IN POOL AREA. ALL WINDY HILL FARM HOA RULES AND POLICIES ON CLUBHOUSE USE, ALCOHOL USE AND POOL MUST BE COMPLIED WITH.

By signing below, I have read, understand and agree to adhere to all policies, rules and procedures for the use of the clubhouse as stated above. I understand that I am responsible for all damages and the cleaning of the clubhouse. I also

understand that I will be charged for any damages which occurred during my reservation time of the clubhouse or for any costs obtained to clean the clubhouse. I acknowledge that I have received a copy of the clubhouse closing/cleaning procedures.

SIGNATURE: _____ DATE: _____

PLEASE COMPLETE THE INFORMATION ON THE ATTACHED PAGE

WINDY HILL FARMS HOMEOWNERS' ASSOCIATION
Clubhouse Reservation Rules and Agreement
Page 2

PRINTED NAME: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

DATE/TIME RESERVED: ____/____/____ From: _____ To: _____ # OF GUESTS: _____

PURPOSE OF RESERVATION: _____

FOR OFFICE USE ONLY

Deposit Amount: _____ Check# _____ Code # Given: _____ Date Code Given: _____

Closing/Cleaning Checklist Delivered: Inspected by: _____

Comments: _____

Questions or comments may be directed to Principal Management at (214) 368-4030 attn: Shannon Bankston, or by email to sbankston@principal-mgmt.com