

EAST STRATFORD MASTER HOMEOWNERS ASSOCIATION
c/o Sequoia Management Company, Inc.
13998 Parkeast Circle
Chantilly, VA 20151
703-803-9641, 703-968-0936 (fax)
jazzarano@sequoiamanagement.com

Clubhouse Guidelines

Our objective in structuring these guidelines is to help preserve the Clubhouse and keep it in the best shape possible for the enjoyment of the Stratford homeowners. Please remember that the Clubhouse is an amenity of the East Stratford Master Homeowners Association. When you rent the Clubhouse for your event, please treat it as though it were your own home. The Clubhouse is available for use by homeowners in good standing with all of the East Stratford Homeowners Associations for private events under the following rules and conditions:

- A. Reservation request must be made in advance of the event, no later than one week prior. Contact Jessica Azzarano at 703-803-9641 to schedule the date. Send this application with the appropriate rental fee to:

EAST STRATFORD MASTER HOMEOWNERS ASSOCIATION
c/o Sequoia Management Company, Inc.
13998 Parkeast Circle
Chantilly, VA 20151
Attention: Jessica Azzarano
703-803-9641, 703-968-0936 (fax)

- B. No one under the age of 21 may rent the Clubhouse. Only an East Stratford homeowner with current association dues may rent the Clubhouse. Only an East Stratford homeowner may retain possession of the key and must be present at the event at all times. If the homeowner is not present, the security deposit will be forfeited. East Stratford Master Homeowners Association reserves the right to refuse rental of the Clubhouse at any time to any homeowner for any reason.
- C. The nature and/or purpose of the event being held at the Clubhouse must be disclosed to the Clubhouse Coordinator prior to acceptance of the agreement. The East Stratford Master Association Board of Directors reserves the right to refuse events that are deemed inappropriate.
- D. A security deposit of \$150 is required, payable by check only. A larger deposit may be required for larger events. The deposit must be received at least two weeks before the event begins or the reservation will be forfeited and others may rent the Clubhouse. The deposit check will be held until the Clubhouse can be inspected for damage and for missing items. There is a \$150.00 minimum carpet cleaning charge if needed.

- E. The fee to rent the Clubhouse is \$60.00 per 4-hour increment. The four hours includes set up and clean up time, so please plan accordingly. The rental fee is due at the time of the reservation and is **nonrefundable** for any reason. The security deposit will be due at the Check-In inspection prior to the event and is refundable upon a passed inspection. There will be no deposit or use fee for East Stratford Master Homeowners Association events; however, if any damage occurs during said event, the party responsible for damage will be held liable for the cost of replacement/repair or clean up. Furniture may not be moved from the community room, nor the pool deck furniture be brought inside the clubhouse.
- F. The East Stratford homeowner must return the key to the Clubhouse Coordinator within 24 hours of the event, unless otherwise arranged.
- G. All clean up must be completed and coordinated with the check out staff. The check out staff will set up a time to check you in and out before and after your event.
- H. The Clubhouse Coordinator will provide a Check-In inspection prior to the event with the homeowner. Following the event, the clubhouse will be inspected with the homeowner present. Please note that the East Stratford Master Homeowners Association does not provide cleaning supplies. To insure the continued cleanliness of the Clubhouse, the following charges will apply during the final Check-Out inspection:
- i. Wipe all counter tops in kitchenette - \$15
 - ii. Clean microwave, refrigerator in kitchen - \$20
 - iii. Sweep and mop all floors - \$60
 - iv. Clean mirrors in bathrooms - \$10
 - v. Clean sinks and vanity tops in bathrooms - \$15
 - vi. Clean toilets and urinal (when/if deemed necessary) - \$75
 - vii. Removal of any left over food or trash - \$60
 - viii. Tables and chairs must be put away - \$20
 - ix. Carpet must be vacuumed - \$60
- I. If three or more items are delinquent, the entire \$150 deposit will be forfeited. If the Clubhouse inspection reveals no cleaning problems, the deposit will be returned.
- J. If there is damage to the Clubhouse, the entire \$150 deposit will be forfeited. In the event that the damage is in excess of the deposit, the homeowner will be responsible for any repair/replacement that exceeds the \$150 deposit.
- K. The East Stratford homeowner is responsible for leaving the Clubhouse in the same condition in which it was found with the furniture in its original location, any Holiday décor (including the Christmas tree, its decorations and lights) in their original location and all trash removed. The thermostat should be set at 55 degrees in winter and 82 degrees in summer. Please refer to the checklist for specific requirements.
- L. Items in drawers and cabinets of the kitchenette and/or any other items that belong to the HOA are not for use by renters unless otherwise noted.

- M. Tacks or tape **may not** be used to secure decorations to walls, furniture, ceiling fans or any painted surface. Decorations may not be hung in such a manner that they damage or soil paint, wallboard or windows. Decorating and other preparation before an event can be done two (2) hours prior to the event as long as these activities do not conflict with another event.
- N. Any damage must be reported to the Clubhouse Coordinator.
- O. **All Loudoun County/Town of Leesburg** ordinances regarding excessive noise will be observed.
- P. The renter agrees to pay all fines issued by the **Town of Leesburg** Police/Fire Department in any false alarm or disturbance calls.
- Q. The Loudoun County occupancy permit limits the number of people in the clubhouse at one time to **50 guests**.
- R. The East Stratford pool is **not** included in the rental of the clubhouse. The door from the Clubhouse to the pool shall remain locked at all times unless prior approval has been obtained.
- S. The Clubhouse is a smoke-free environment.
- T. If you wish to have the Clubhouse cleaned after your activity, this service can be provided. This must be scheduled in advance of your rental.
- U. Sequoia Management Company must be advised if alcoholic beverages are to be served and/or live entertainment or a disc jockey will be featured.
- V. During the winter months, the parking area and sidewalks may not be plowed or shoveled. Use of the clubhouse during that time will be at the renter's own risk. The East Stratford Master Homeowners Association assumes no liability for injury.
- W. The floor in the community room must be cleaned. East Stratford Master Homeowners Association has a broom and dustpan that can be used on the vinyl floor. A vacuum can be used to clean the carpeted areas. Both are stored in the closet next to the kitchenette and should be returned to the same location.
- X. If the clubhouse is not appropriately cleaned by the time of the Checkout inspection, a deduction will be made from the security deposit to hire the professional cleaning company under contract with the association, and the remaining balance will be refunded within 30 days.
- Y. If damages exceed the amount of the security deposit, the homeowner sponsoring the event will be billed for the difference.
- Z. Any special exceptions to this policy must be obtained in writing from the East Stratford Master Board of Directors in order to avoid penalties.

EAST STRATFORD MASTER HOMEOWNERS ASSOCIATION

Rental Agreement

This was prepared by the East Stratford Master Board of Directors at the request of the East Stratford Master Homeowners Association of which you are a member. The person conducting this inspection has been authorized to be the representative for the East Stratford Master Homeowners Association and the East Stratford Master Board of Directors will uphold their decisions.

The use fee for the Clubhouse is \$60.00 per 4-hour increment. This fee shall be collected from the renter at the time of the reservation and is non-refundable for any reason. A \$150.00 check is to be collected at the time of rental and will be held with rental fee. The security deposit, less any fees withheld will be returned to the renter via mail. The reservation fee check is to be made payable to the East Stratford Master Homeowners Association and must be drawn on the account of the Stratford homeowner. NO checks from a business will be accepted. Use by a business must be sponsored and paid for by an East Stratford resident. Upon a successful inspection, the \$150 security deposit shall be returned to the homeowner.

If the representative deems that the Clubhouse has not been cleaned properly (per the attached Clubhouse checklist), the rental deposit will have charges deducted from it or if three or more items are delinquent, the entire \$150 deposit will be forfeited. If the representative finds any excessive damages (e.g. broken blinds, countertop scratches, wall damage, and/or tile damage), the deposit will be forfeited in its entirety and the renter shall be responsible for any additional charges. There will be **NO second chance** to pass the Checkout Inspection; the first will be the only time for the renter and the representative from the EAST STRATFORD MASTER HOMEOWNERS ASSOCIATION to go over the aforementioned checklist.

I accept the liability for all damages resulting from carelessness or negligence on my part or my guests. I agree to clean and remove all trash from the clubhouse and will leave it in the condition in which it is maintained or I could lose a portion or all of my deposit. No permanent change to the facility or property held by the East Stratford Master Homeowners Association shall be made without the approval of the East Stratford Master Association Board of Directors. Any damage and/or missing Clubhouse property will be expected to be repaired, or replaced at renter's expense. The East Stratford Master Homeowners Association reserves the right to bill or seek judgments against any leasing party or members, for damages or losses not covered by any damage deposits held in Ernest from rental fees or deposits, or permanent changes made to property and assets, without consent of the Governing Board and/or General Membership.

Consumption of alcoholic beverages by the renter's guests will be the sole responsibility of the renter.

The East Stratford Master Homeowners Association shall not be held responsible for damage or accidents, on or off the premises due to the consumption of alcoholic beverages by event attendees. Selling of alcoholic beverages is strictly prohibited.

Be responsible with alcohol consumption by your guests! No minors under the Virginia State drinking age of 21 will be allowed to consume alcohol on or within the premises at any time. No illegal drugs are allowed on the premise at any time.

Any consumption of alcohol or intoxicants of any kind while using the facilities for personal use or gatherings shall be done at the member's and guest's own risk! No liability/risk shall be assumed or proposed assumed by the East Stratford Master Homeowners Association.

Signing this application is acknowledgement that you waive your right to seek legal remediation against the East Stratford Master Homeowners Association for any incident that occurs in connection with the renter's event.

I, the undersigned homeowner, hereby agree to assume responsibility for my guests and myself. I furthermore acknowledge that I fully understand and agree with the above rules and guidelines and will abide by them.

Signature _____ Date _____

Printed Name _____

Address: _____ Phone: _____

**EAST STRATFORD MASTER HOMEOWNERS ASSOCIATION
Clubhouse Checklist**

Check-In

Checkout

Kitchenette

_____	Sink and countertops cleaned	_____
_____	Floor clean (swept and mopped)	_____
_____	Microwave clean (inside and out)	_____
_____	Refrigerator and freezer empty and clean	_____
_____	Trash removed (new bag in place)	_____
_____	Trash can wiped clean	_____

Foyer/Main Room

_____	Clean all floors	_____
_____	Blinds – down and open, clean and no damage	_____
_____	Chairs – stacked in closet neatly, no damage	_____
_____	Tables – placed in closet, clean and no damage	_____
_____	Furniture returned to it's original location	_____
_____	Upholstery (cushions) free of stain/debris	_____
_____	Furniture frames free of nicks, scratches	_____

Bathrooms

_____	Toilets/Urinals clean (inside and out)	_____
_____	Vanities/mirrors clean	_____
_____	Floors cleaned (swept and mopped)	_____
_____	Trash removed (new bag in place)	_____

Thermostat

_____	55 in winter or 82 in summer	_____
-------	------------------------------	-------

General

_____	Bucket and mop rinsed clean	_____
_____	All walls, painted surfaces and ceiling fans are in good repair (no damage)	_____
_____	Turn off lights and fans	_____
_____	Lock all doors	_____
_____	Holiday and misc. décor in place and undamaged	_____
_____	Clubhouse entrance and surrounding property is free of trash	_____

Please inform the Clubhouse Coordinator of any repair needs (e.g. light bulb replacement, table or chair problems, etc.)

I agree with the condition of the
Clubhouse at Check-In time

I agree with the condition of the
Clubhouse at Checkout time

Renter Date

Renter Date

Clubhouse Coordinator

Clubhouse Coordinator

EAST STRATFORD MASTER HOMEOWNERS ASSOCIATION
c/o Sequoia Management Company, Inc.
13998 Parkeast Circle
Chantilly, VA 20151
703-803-9641, 703-968-0936 (fax)
jazzarano@sequoiamanagement.com

Date: _____

Name: _____

Address: _____

Phone Number: (H) _____ (W) _____

Date Requested (Month) _____ (Day) _____ (Year) _____

Number of people attending: _____

Type of function or activity: _____

Time of event: **Beginning:** _____ **End:** _____

Deposit: \$150 _____

Signed: _____ Date: _____

Rent check received: _____
Date Amount

Security Deposit received: _____
Date Amount

Premises Inspected: _____
Date By

Security Deposit Refunded: _____
Date Amount Check No.

I HAVE READ THE ATTACHED RULES AND REGULATIONS AND AGREE TO ABIDE BY THEM.

Clubhouse Coordinator

East Stratford Homeowner

***POOL PARTIES ARE NOT PERMITTED.**