

PROVIDENCE HILLS CLUBHOUSE

Operating Details

(Do not remove from Clubhouse)



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Providence Hills Clubhouse Rules

Who Can Use

All paid-up Full Members of the Providence Hills Community Association are eligible to reserve and use the Clubhouse.

For What Purpose

1. The Clubhouse is available for leisure and/or recreational uses only. It is not intended for commercial use, sales, or garage/tag sales. This does not preclude single events such as parties where goods are sold under the sponsorship of an Association member and are attended primarily by Providence Hills residents, i.e. Tupperware, Pampered Chef, etc. These are permitted as long as all activities are confined to the interior of the clubhouse and no mass advertising outside the Providence Hills community is done. All such events are subject to prior approval by the Clubhouse Manager.
2. Reserved use of the Clubhouse does NOT include use of the swimming pool. No one is permitted in the pool except when a lifeguard is on duty. The person reserving the Clubhouse assumes all risks associated with anyone of any age entering the pool deck area or the pool itself during the time in which the person has the Clubhouse reserved. Private pool parties are prohibited.
3. No glass bottles, glasses, or glass objects of any kind are permitted on the pool deck or pool area.

How Often

All recurring or monthly functions require Board approval.

Charges

1. Any homeowner who uses the Clubhouse will be charged a fee of \$50 per use. Two checks made out to Providence Hills Community Association [one for \$50 fee and one for \$150.00 deposit] must be provided to the Clubhouse Manager on or before the date of use, along with the signed Clubhouse contract. A reservation cannot be held without a signed contract and deposit.
2. The \$50 use fee is NOT refundable. The \$150.00 deposit will be refunded after the use, providing there is no damage to the property or contents and the Clubhouse is properly cleaned as specified in the cleaning checklist. The deposit check will be retained by the Clubhouse Manager for future rentals, or it may be returned. If the deposit check is to be returned, a self-addressed, stamped envelope must be provided with the deposit. Any retained deposit checks will be destroyed by the Clubhouse Manager at the end of the year.

Reservation Procedure

The Clubhouse is reserved on a "first-come," "first-served" basis. Anyone using the Clubhouse under an approved recurring use schedule is subject to being bumped by a non-recurring user. The Clubhouse can be reserved by contacting the Clubhouse Manager, filling out a Clubhouse contract, and providing the necessary fee and deposit checks. The Clubhouse user is responsible for contacting the Clubhouse Manager in advance to arrange a time to pick up the Clubhouse key. This should be done several days in advance of the event, as the Clubhouse Manager may not be available on the day of the planned event.



Rules for Clubhouse Use

1. Loud music is prohibited at all times. All music must cease by 10:30 PM Sunday through Thursday and by 12:30 AM on Friday and Saturday. Bands are not allowed, due to space and noise limits; “disc jockeys” are permitted.
2. No smoking, fireworks, firearms, or other weapons of any kind are allowed in or at the Clubhouse. Alcoholic beverages are permitted at adult functions, subject to the laws and regulations of any applicable political jurisdiction, and are only to be consumed by those 21 years of age or older.
3. All events must be over and premises vacated by 1:00 AM. No overnight stay is allowed in the Clubhouse.
4. No paint, tape, or tacks are allowed on walls or ceilings.
5. Use of Clubhouse electronic equipment [TV, VCR, Stereo, etc.] and kitchen appliances is permitted with the understanding that it will be used with care and that any damage to this equipment is the responsibility of the reserving member.
6. Indoor-designated clubhouse furniture is to remain inside the building at all times.
7. No parking is allowed in the Fire Zone loop in front of the Clubhouse. Emergency vehicle access must be maintained at all times. Vehicles should be parked in the parking lots provided on either side of the Clubhouse.
8. Any function that involves the attendance of minors must include at least one adult present for every eight [8] minors.
9. Use of the Upper Pool Deck, defined as the approximate 50’ wide by 13’ long raised landing adjoining the rear clubhouse doors, is permitted for events, with prior approval, when the pool is not in use. Temporary fencing will be provided and shall be in place at the concrete drop off for the duration of the event.

Clean-Up

1. The Clubhouse must be cleaned following every use. A cleaning checklist is provided with the Clubhouse contract and specifies the necessary cleaning. The person reserving the Clubhouse is responsible for the cleaning and must complete and sign the checklist and return it to the Clubhouse Manager with the Clubhouse keys.
2. The Clubhouse Manager will conduct a walk through inspection of the Clubhouse as soon as practical following the use. This inspection is to confirm that the Clubhouse was properly cleaned and no damage occurred. The \$150.00 deposit will be refunded only if the clubhouse passes this inspection.



Access

Building Security

Mickey Bumgardner will provide each renter with a paper containing instructions for turning the alarm system "OFF" when entering and for turning it back "ON" when leaving. Turn off all lights and fans prior to turning on the alarm and departing.

Doors

The doors to the pool must be kept closed at all times unless **designated upon time of reservation: events requesting use of the pool will need to be declared upon time of reservation and obtain agreement from the lifeguard management company / events requesting use of the upper pool deck will need to be declared upon time of reservation.** Opening these doors at any other time will activate a chirping alarm. The front door has two locks – one is in the door structure above the door knob and is operated by a key. The second lock is built into the door knob and is operated by turning a button on the inside of the doorknob.

Windows

All windows must remain closed and locked at all times.

Activities

Supplies

Consumable supplies [paper towels, toilet tissue, coffee pot filters, waste container bags, soap] are supplied on a regular basis. If any supplies are not adequate, notify Mickey Bumgardner when he comes for the clubhouse key.

Recycling/Garbage

Any waste material you have must be separated into recyclable material or into garbage and placed into the respective containers just outside the kitchen entrance. The recyclable container should receive paper, cardboard, plastic bottles, plastic containers [marked 1-7 on the bottom], cans, and glass containers. The garbage/trash container should receive plastic bags, Styrofoam, plastic plates and utensils, food, light bulbs, and plastic wrap. Both containers must be emptied before you leave the clubhouse. Remove the bags from inside each container and tie them closed to hold the contents. Get new bags from the kitchen cabinet below the microwave oven. Place the new, clean bags inside each container. Carry the filled bags outside the clubhouse and take them to the walled-in garbage cans south of the clubhouse and next to the pool fence. The respective cans are identified by their color: blue tubs receive recyclables and brown tubs receive garbage/trash.

Smoking

Smoking is NOT allowed anywhere inside the clubhouse area.

Fireplace

The fireplace is decorative only and cannot be used.



TV / DVD / CD

To Watch TV:

1. Turn on the power for the TV (Dynex remote)
 2. Turn on the power for the Time Warner cable DVR (power indicator will be green)
 3. Turn on the power for the Receiver (remote or power button)
 4. Turn Receiver selector knob (large knob on left) until display reads "DVR-BDR"
- Volume is controlled with the Receiver remote of the Volume knob
 - Change channels with the Time Warner cable remote

To Watch a DVD or VHS:

1. Turn on the power for the DVD/VHS player
 2. Turn on the power for the TV (Dynex remote)
 3. Press "Input" on the top of the TV remote
 4. Press the down arrow on the TV remote to highlight "AB" on the list
 5. Press "Select" on the TV remote
 6. Insert your DVD or VHS and press the appropriate selection on the DVD/VHS
- Volume is controlled with the TV remote

To Play a CD:

1. Turn on the power for the CD player
 2. Turn on the power for the Receiver (remote or power button)
 3. Turn Receiver selector knob (large knob on left) until display reads "CD"
 4. Select track and/or push "Play" on the CD player
- Volume is controlled with the Receiver remote or the Volume knob



Building Comfort

Heating/Cooling

There are two thermostats controlling the two furnace/air conditioners. Each thermostat is pre-set to standard temperatures, but can be re-set up or down, as desired. The new settings hold for six hours, then automatically re-set to the original settings. Is possible, please re-set the thermostats to the original settings prior to leaving, as this saves fuel and lowers costs.

Ceiling Fans

The four ceiling fans are controlled by two rotary switches located on the wall near the telephone. Rotating these switches turns the fans on and controls the fan speed. Each switch controls two ceiling fans. Please turn them all "OFF" prior to leaving the clubhouse.

Lights

All the ceiling spot lights [except the two over the fireplace] are controlled by one switch on the wall to the right of the front door. The two lights over the fireplace are controlled by a switch on the wall next to the fan switches. Please turn off all lights before leaving the clubhouse. Exterior lights at the corners of the clubhouse are automatically turned on and off by separate controllers.



Supplies

The following supplies are available for use at the Clubhouse:

Appliances

- Microwave
- Oven
- Stove
- Dishwasher
- Refrigerator
- Freezer
- Coffee Machine
- Garbage Can
- Recycling Can

Utensils

- Wine Glasses – 42
- Vases – 5
- Coffee Mugs – 9
- Tea Plates – 23
- Teacups – 22
- Pitchers – 3
- Large Serving Bowls – 5
- Small Serving Bowls – 3
- Serving Platters – 17
- Cutting Boards – 3
- Single Use Plates
- Single Use Bowls
- Single Use Napkins
- Measuring Cups – Assorted
- Serving Utensils
- Wooden Spoon
- Ice Cream Scooper
- Bottle Opener
- Knife
- Pots & Pans

Supplies

- Folding Tables – 3
- Folding Chairs – 4
- Trash Bags
- Aluminum Foil
- Lighters
- Paper Towels
- Toilet Paper
- Hand Soap
- Dish Soap
- Lysol Wipes
- Sponges
- Dishwasher Detergent
- Stirrers
- Toothpicks
- Paper Bags
- Vacuum
- Swiffer
- Broom
- Mop
- Extension Cord
- First Aid Kit
- Ziploc Bags
- Dish Towels
- Automated External Defibrillator (AED)
- Fire Extinguisher
- Carbon Monoxide Detector
- Wall Décor
- Cake Cutter
- Swiffer Liquid
- Pot Holders

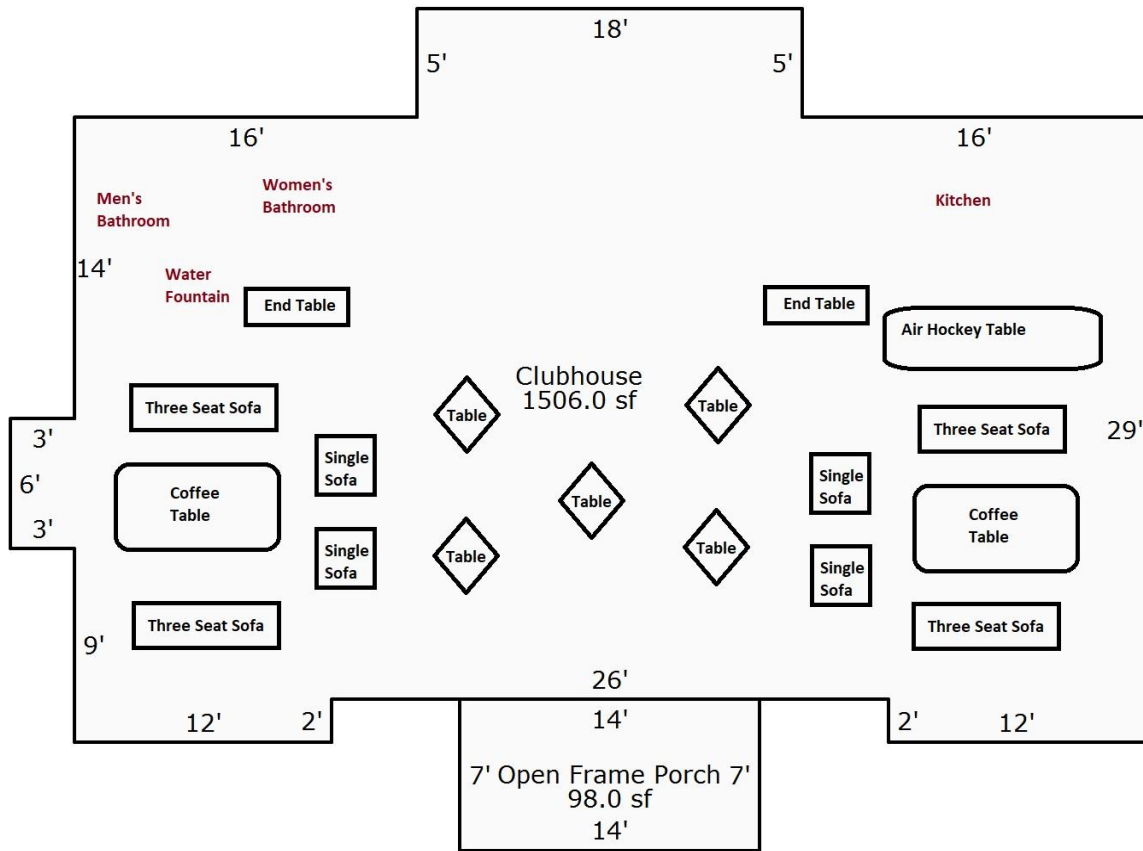
Games

- Sorry
- Monopoly
- Playing Cards



Clubhouse Furniture Layout

Please reset the clubhouse furniture to the following layout:





Providence Hills Clubhouse Cleaning Instructions

The following tasks must be performed after each use of the clubhouse, no matter how brief the use or how clean you think it is after you use it. Failure to complete this cleaning will result in forfeiture of your deposit of \$150.00, which is the cost of hiring it cleaned as an "on-call" service. Repeat offenders of the clubhouse cleaning policies may risk losing clubhouse privileges.

- ✓ Clean Kitchen sinks and counter tops.
- ✓ Clean out all items you placed in the refrigerator (even unopened items i.e. soft drinks, condiments, etc.)
- ✓ Clean countertops, and sinks in both restrooms.
- ✓ Clean all tabletops.
- ✓ Carry out all garbage and place new garbage bags in the trashcans. Be careful not to let full trash bags drip or leak liquids onto the carpet, floors, or furniture. When placing the trash outside, place it into the black trashcans. If you can't get it in there, compact the present contents to make more room, or if that is not possible, carry the bag with you to be placed in your home garbage can. Bags left outside the trashcan are often opened by animals, which scatter the contents over the grounds. Failure to complete this as prescribed will result in a \$25.00 forfeiture of your deposit and repeat offenders may lose clubhouse privileges.
- ✓ Be sure all electronic equipment is turned off.
- ✓ Ensure that the five square tables have the pedestals swept of any crumbs and debris (these have been the source of many complaints for not having been cleaned).
- ✓ Sweep the floors in the kitchen and both restrooms.
- ✓ Vacuum the entire carpeted area making sure you move all articles of furniture in order to vacuum underneath the sofas, loveseats, chairs, and tables.
- ✓ Place all furniture back in the configuration you found it, replace all games and other equipment back into its proper place, and make sure you turn off all the lights.
- ✓ Lock the dead bolt and knob lock on the back doors leading to the pool, reset the alarm, and then lock both the dead bolt and knob lock on the front door.
- ✓ Return the key and remotes within two hours of the end of your clubhouse use unless you've made other arrangements with the clubhouse committee.

Any items you find unsatisfactory to you at the time you arrive at the clubhouse to use it must be reported before your use begins or it will be assumed that the clubhouse was in good order when you arrived. You may report any such item by reporting such condition to the Clubhouse Committee member with whom you made your initial reservation request. In the event that you are unable to reach this person, leave your report on their answering machine detailing what you found of an unsatisfactory nature. That item will then be reported to the previous user and appropriate actions taken including, but not limited to, the forfeiture of deposits when appropriate.

Complete the items on this form, sign, and return the form with the key and remotes. Failure to complete, sign & return this form will result in a minimum \$20 forfeiture of your \$150.00 deposit.

_____ *I certify that all items listed have been completed:*

Print name(s) _____

Signature of person(s) above: _____

Date: _____



Clubhouse Information

- Address: 2663 Providence Hills Drive, Matthews
For Emergency Services, note that we are in Union County
- Phone: (704) 246-7248
- Property Manager: Bumgardner Association Management, (704) 829-7878
- Vendors
 - Cleaning Company: Two Maids & a Mop of Charlotte
 - Insurance: Nationwide Mutual Insurance
 - Electric: Duke Energy
 - Gas: Piedmont Natural Gas
 - Phone Service: Windstream
 - Security System: CPI Security
 - Trash: Waste Pro
 - Water: City of Charlotte