

Application Number

2____ - _____



Application Form

APPLICANT INFORMATION

Resident: _____

Age 21 and older: Yes _____ No _____

Address: _____ Vía De Casas Sur _____

IF LESSEE/RENTER:

Homeowner Signature of Approval _____

Date: _____

**** PROPERTY OWNER SIGNATURE REQUIRED IF LESSEE/RENTER APPLICANT**

REQUEST INFORMATION

Reservation Date: _____, 20_____

Reservation Time: _____ (BETWEEN 8AM AND 11:30 PM)

Number of Guests: _____ (MAXIMUM OF 50 GUESTS)

Description of Function or Event: _____

Catered Event: Yes / No

If YES, list Vendors: _____

Areas to be Used:

____ Main Area

____ Kitchen

____ Loft

Application Fees

Please make two (2) Money Orders or Cashier's Checks payable to the **Southlake Property Owners Association, Inc.** for the following:

Clubhouse Usage Fee: **\$200 (Non-Refundable)**

Security Deposit: **\$200 (Refundable)**

Application Number

2____ - _____



Summary of the Rules and Regulations

Permission: The Association reserves the right to withhold permission for use of the clubhouse and facilities for social functions at their *absolute discretion* and from anyone who is a violator of the Clubhouse Rules and Regulations. Furthermore, the Board has the right to cancel due to inclement weather.

INITIALS: _____

Authorization to use the Clubhouse for a social function does not include the exclusivity of the pool or tennis courts. The use of the fitness equipment is strictly prohibited.

INITIALS: _____

Requests for the use of the Clubhouse for a social function must be made in writing at least fourteen (14) days and not more than sixty (60) days in advance of the date of use by completing the attached Application located after this Summary. The following Information must be provided so that the Association can determine if any laws and/or Rule and Regulations would be violated if held. Missing information will mean an automatic denial of application.

- Maximum of 50 people shall be allowed for any one function.
- Only one function may be held on any given date.
- All social functions / events can begin from 8 AM and end by 11:30 PM of function / event date.

INITIALS: _____

Functions are for the residents only and are held in the clubhouse on a first come, first served basis with a posting of a Security Deposit of two hundred dollars \$200 and a Usage Fee of two hundred dollars (\$200.00) in advance in the form of Money Order or Cashier's Check.

INITIALS: _____

Decorum: All persons are required to wear proper attire which includes shoes and clothes or covering while in the clubhouse. No wet clothes or bathing suits without coverups allowed

INITIALS: _____

Application Number

2___ - _____



Summary of the Rules and Regulations (Continued)

The Security Deposit will be returned in full if the premises are left clean and undamaged prior to 1000 Hours (10AM) the following morning of the function / event. A walk thru will be held before and after each event

- Any damage and misuse of the Clubhouse and/or its facilities during a function / event shall result in forfeiture of the Security Deposit.
- Further use by the responsible party will be denied.
- Any property damage resulting in more than the \$200 security deposit will be the owner's responsibility to pay upon assessment.

INITIALS: _____

Parking and driving of vehicles on the grass and landscaped areas adjacent to the Clubhouse and surrounding areas are forbidden at all times.

- Parking at the Clubhouse Parking Lot is on a first come first serve basis.
- Violators will be towed at the owner's expense.
- Guests to be notified they can only park in Guest Spots
- Guests to notify Envera of ONE DAY entry on function date ahead of time so no gate build up

INITIALS: _____

Pets of any kind are forbidden in the Clubhouse, pool, and tennis courts for the health and safety of all residents.

INITIALS: ____

Noise Level: I acknowledge, understand and agree that disturbing noise levels whether conversation or music will not be allowed.

INITIALS _____

Supervision of Minors: Any minor (persons under the age of 18) will be accompanied by an adult at all times while using the facilities.

INITIALS _____

Application Number

2____ - _____



Summary of the Rules and Regulations (Continued)

Use clubhouse and facilities mindfully, with care and respect of property. Damage or vandalism will be subject to the forfeiture of Security deposit.

1. Do not adjust or alter the thermostat settings.
2. Removal of any paintings, ,décor, kitchen items, tv remote control, etc is prohibited.
3. No tacks, nails, packaging tape or screws to be used on walls.
4. Remove all garbage and trash caused by function / event, **including** pool area.
5. All furniture must be returned to its original place
6. Tables, counters, floors washed after function/event to its pre-use state or better
7. Pool area tables used to be wiped down
8. Turn off all interior lights after function / event.
9. Lock up after use for function / event.

INITIALS: _____

Surveillance: I understand that the premises are under 24 hour surveillance.

INITIALS: _____

PLEASE FOLLOW THE CDC RECOMMENDATIONS FOR SOCIAL DISTANCING FOR INDOORS IN PUBLIC; IF YOU ARE NOT UP TO DATE ON COVID -19 VACCINES; STAY AT LEAST 6 FEET FROM OTHER PEOPLE, ESPECIALLY IF YOU ARE AT HIGHER RISK.

THE SOUTHLAKE POA WILL BEAR NO RESPONSIBILITY FOR ANY ACCIDENTS OR INJURIES CAUSED BY IMPROPER USE OF FACILITIES OR FAILURE TO FOLLOW RECOMMENDED GOVERNMENT GUIDELINES REGARDING PUBLIC HEALTH AND SAFETY.

Application Number

2____ - _____



ACKNOWLEDGEMENTS

I, _____, THE OWNER OF ____ VIA DE CASAS SUR ,
UNIT _____ AND THE UNDERSIGNED APPLICANT, HEREBY AGREES TO ASSUME ALL
RESPONSIBILITY FOR MYSELF AND MY GUESTS IN UPHOLDING THE RULES AND REGULATIONS OF
THE SOUTHLAKE PROPERTY OWNERS' ASSOCIATION AS SPECIFIED IN THE RENTAL AGREEMENT.

INITIALS: _____

FURTHERMORE, I ACKNOWLEDGE THAT I HAVE RECEIVED AND REVIEWED THE RULES AND
REGULATIONS, UNDERSTAND THE RULES AND REGULATIONS, AND AGREE TO ABIDE BY THE
RULES AND REGULATIONS, AS PRESENTED TO ME, BY AN AUTHORIZED REPRESENTATIVE OF THE
SOUTHLAKE PROPERTY OWNERS' ASSOCIATION.

SLPOA REPRESENTATIVE INITIALS: _____

INITIALS: _____

I ACCEPT THE LIABILITY FOR ANY AND ALL DAMAGE RESULTING FROM THE USE OF THE
CLUBHOUSE AND ITS FACILITIES BY MYSELF AND / OR MY GUESTS. I WILL PAY FOR ANY SUCH
DAMAGES THAT MAY BE CAUSED BY MYSELF OR MY GUESTS.

INITIALS: _____

I AGREE TO CLEAN THE CLUBHOUSE AND LEAVE IT IN THE EXACT CONDITION IN WHICH IT IS
MAINTAINED OR FORFEIT MY \$200 DEPOSIT AT THE END OF MY FUNCTION OR EVENT.

INITIALS: _____

APPLICANT SIGNATURE: _____

APPLICATION DATE OF SUBMITTAL: _____

ACCEPTED BY SLPOA: _____

DATE OF APPROVAL: _____