

charge of \$200.00 to be assessed to the unit owner's account. All units must be mounted on top of a minimum 4" Styrofoam base to insulate against noise penetration to the third floor units.

4. Owner is responsible for any damages to property as a result of the installation or removal of a unit.

CLUBROOM RENTAL

The Oak Creek Clubroom is available for resident's social functions. In the event you are interested in booking the clubroom for your gathering, please contact the managing agent. A short contract specifying owner obligations must be signed prior to the clubroom use. In addition, a \$250.00 refundable deposit is required and a non-refundable fee of \$75.00 must be collected when the clubroom is booked.

AGREEMENT FOR CLUBROOM USE

The clubroom is owned by the Association and is for the use and enjoyment of its member/owners. Use is restricted to residents and their guests. Sponsorship of clubroom events by persons, firms or agencies outside the Association is not authorized. The sponsor/owner will be held totally responsible for any damage that may occur during clubhouse use by the sponsor and/or their guests or visitors.

The clubroom may be reserved on a first come, first served basis in accordance with rules established by the Board of Directors. The Association member/owner who reserves the clubroom is the event "sponsor" and is responsible for complying with the clubhouse rules. If a tenant wishes to use the clubroom, they must be sponsored by the unit owner, who then becomes liable.

Generally, when the facility is reserved for a function or social open to all Association members, there is no user fee charged. Similarly, when the clubroom is used for an event sponsored by the Board, there is no fee charged. When a resident reserves the clubroom for a private purpose, a fee will be charged. This fee is used to reimburse the Association for utilities used during the function and for maid service prior to the reservation. The fee is set by the Board of Directors and may be changed from time to time. In addition, a refundable, advance deposit is required to insure against damage and assure clean up after private use. Both the fee and deposit will be placed in the care of the Association manager in advance of the scheduled function. The fee will be used to have the clubroom cleaned in advance of the reservation. The deposit will be held until after the function and is completely refundable if the clubroom is returned in the same condition as received. The following general rules will apply for private use of the clubroom.

RESERVATIONS AND DEPOSITS

1. The clubroom is for the use of residents and their guests only and will not be loaned to a non-resident.
2. Reservations are for the clubroom itself and not for the swimming pool. Residents wishing to use the pool may do so at any time. This policy will allow residents unlimited use of the pool. Guest use must comply with the Pool Rules, which limit the number of guests to five (5) per member.

3. Contact the Association Managing Agent to confirm that the date you wish to reserve is available and to schedule your function. If available, you will need to send the clubroom use fee in the amount of \$75.00 and the signed clubroom agreement, signed by the Association member/owner, to the managing agent in order to reserve that date for your function.
4. Prior to your function, contact the Association Manager to arrange to obtain a clubroom key. The clubroom key is the sole property of the Association and is not to be copied or released to anyone. At this time you will submit your deposit check (\$250.00) made payable to Oak Creek HOA. A walk-through inspection will be made following the event, with the clubroom key surrendered at that time. If all is in order, the deposit will be returned to the Association member/owner. If there is damage or other charges, the check will be deposited less any damage charges to the Association member/owner no later than ten (10) days thereafter, or an exchange of checks can be made.
5. Reservations will not be accepted more than sixty (60) days prior to the date of the event and will be limited to ONE (1) day only unless other members do not desire to use the clubroom. The Association Manager must approve reservations for more than ONE (1) day.

GENERAL RULES FOR CLUBROOM USE

- No smoking is allowed inside the clubroom
- Decorations are to be installed with user-friendly tape – no nails, tacks or staples, etc.
- Furniture or equipment are not to be removed from the clubroom for any reason
- Wet bathing suits, towels, etc., are not allowed in the clubroom
- Animals are not allowed in the clubroom
- Children are not allowed to play in the work out room. Must be 16 years of age or with a parent to enter.
- Music, stereo systems or intercoms used should be maintained at a volume that will not be a nuisance to neighboring residents
- Upon the conclusion of your function, residents and guests are asked to leave by 1:00 AM. The clubroom is to be cleaned thoroughly, including vacuuming of the carpet, with all trash bagged and placed inside a trash dumpster located within the community.
- Check both restrooms for loose trash.
- Turn thermostat to 85 degrees during the summer and 60 degrees during the winter, when leaving the clubroom
- When leaving the clubroom, secure and LOCK all doors.
- Report any damage, broken appliance or other problems to the Association Manager

PAYMENT OF ASSESSMENTS **Article V of the Declaration** **Collection Policy & Procedures**

Approved by the Oak Creek Board of Directors on April 10, 2012

The right to vote and the right to use common facilities such as the swimming pool, etc. of any owner who is more than thirty (30) days delinquent on any sum owed to the Association are automatically suspended without notice. If an owner is delinquent in the payment of any sum due the Association for a period of thirty (30) days or more, any tenant of the owner occupying the condominium may pay any sums due the Association by the owner in order to avoid suspension of common area use rights. If any owner is delinquent in the payment of any sum due the Association for a period of sixty (60) days or more, the Board may (so long as the