

# **Northwoods HOA Clubhouse rental agreement**

Revised August 2016

The Northwoods HOA clubhouse, located at the Northwoods Swim Club is available for rental to Northwoods property owners. Clubhouse rental includes access to the parking lot, main entrance breezeway, restrooms and the clubhouse. The renter acknowledges they understand the rules and agree to abide by the rules when they submit a signed rental agreement form. The HOA Board must approve the rental agreement. Any questions or comments can be addressed by e-mailing the Board or contacting Hawthorne Management Company. When contacting the Board or Hawthorne Management please state you are a Northwoods property owner and provide your address.

**HOA Board:** Board@northwoods-hoa.org

**Hawthorne Management Company:** Admin@hawthornemgmt.com

(T) 704-377-0114 / (F) 704-347-4475

**Clubhouse rentals are not available during the pool season.**

## **Rental days / hours**

Saturday: 10 AM to 10 PM / Sundays 10 AM to 8 PM

Thirty minutes of set-up time and clean up time are included in the rental.

Rentals will not be approved for any property owner if any accounts (HOA or Pool) have outstanding balances. Rentals must be approved and payment received 10 business days prior to the rental date. Business days are defined as Monday – Friday, 8 AM to 5 PM.

Neither the Northwoods at Coulwood HOA or our management company shall be held responsible for injuries to the renter and or guests while using the clubhouse, the surrounding areas which include the playground or play ground equipment. The property owner will be held responsible for any damages to the clubhouse, surrounding area, playground or play ground equipment caused by the property owner or guests.

## Northwoods Clubhouse Rules

- 1) A property owner or designated responsible agent 21 years of age or older must be present at the clubhouse at all times.
- 2) Clubhouse capacity is limited to 35 people
- 3) The Northwoods Clubhouse and grounds are designated as non-smoking areas
- 4) It is the sole responsibility of the property owner to provide adequate security
- 5) The clubhouse and grounds may not be used for any illegal or unlawful activities. A representative of the HOA (Board or member) will call 911 if any illegal activity is suspected.
- 6) Excessive noise, boisterous behavior prior to, during or after the event must be kept to a minimum. Renters need to be considerate "neighbors" due to the proximity of residential homes.
- 7) The HOA Board of Directors reserves the right to "free access" to all areas at any time prior to, during or after the event.
- 8) Pets are not allowed at the clubhouse
- 9) **Nothing** is to be attached (nailed, tacked, pinned, taped, glued etc) to the windows, window treatments, appliances, electronics, walls, flooring or ceilings at the clubhouse or surrounding areas.
- 10) All trash, debris, rubbish or waste of any kind must be removed from the clubhouse and surrounding areas and will be bagged or broken down and placed in the appropriate trash containers. The recycling of all trash approved by Charlotte / Mecklenburg is encouraged. All surfaces must be left clean, stain free, swept or mopped. The HOA maintains cleaning products and tools at the clubhouse which can be used by the renter to clean up prior to, during or after the rental. Any cleaning cost incurred by the HOA will be billed at \$100/hour.

### **Rental costs:**

Facility rental fee - \$75.00 up to 4 hours. Each additional hour is \$25.00 up to 6 hour maximum rental. All rental fees are non-refundable. Cancellations must be made 3 days in advance of the event.

Security deposit - \$200.00 (refundable if all rules and requirements are adhered too). Security deposit refunds will be mailed within 10 business days once approved by a Board member. Any charges occurred that exceed the \$200.00 deposit will be invoiced to the property owner and are due within 30 days. Any charges incurred with collecting the debt will be invoiced to the property owner. Collection charges could include but are not limited to postage, collection agencies, legal fees or court costs.

The fee and deposit must be paid separately (two checks).

## Northwoods Clubhouse Rental process and application form

- 1) Confirm availability with the Board by e-mailing or contacting Hawthorne Management. Hawthorne will contact the Board.
- 2) Complete the agreement and submit to the Board directly or through Hawthorne Management for review and approval
- 3) If approved, please mail a copy of the agreement to Hawthorne Management Company along with payment. Make checks payable to Northwoods Homeowners Association

### Mailing address:

Hawthorne Management Company  
ATTN: Northwoods Account Manager  
PO BOX 11906, Charlotte, NC 28220

**\*\*\*\* Complete all information below \*\*\*\***

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

REQUESTED DATE & TIME: \_\_\_\_\_

EXPECTED ATTENDANCE: \_\_\_\_\_ WILL ALCOHOL BE SERVED? \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

APPROVED / DENIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

**If you are a Northwoods property Renter**, this rental agreement will have to be approved by the property owner. The HOA will hold the property owner responsible for any issues or damages related to this rental. Please provide property owner information (company name and or individual name, phone and e-mail) so the HOA can obtain their consent to rent the clubhouse. The information must reflect the information the HOA has on file.