

Abbey Glen Clubhouse

Date

Name

Address

Gibsonville, NC 27249

Dear Unit Owner:

You have reserved the Clubhouse on Day, Date from [time start] to [time end].

I will need a donation in the amount of \$50 cash for this reservation of the clubhouse (\$50).

Enclosed you will find a copy of the Bylaws pertaining to this reservation of the clubhouse and a copy of things to do after your event. The exercise room/equipment and pool are not part of this reservation and not to be used by your guests. You are reserving the Clubhouse for the day and for the specified time only of the event; set up and cleanup for the event must be done during the reserved date and time.

One of our members will walk-through the Clubhouse with you the day before or day of your event so we can both see the condition of the rooms. We will also do a walk-through the day after to ascertain all cleanup was done satisfactorily. A member of the committee will call to arrange for these walk-throughs.

As part of full disclosure, please be advised there are non-monitored video cameras continuously recording in the clubhouse. These cameras are not intended to observe any specific function held within the clubhouse but the recorded video may be reviewed in the event of missing items or incurred damages.

If you have any questions or concerns regarding the Clubhouse, please don't hesitate to call any member of the Clubhouse committee.

Thank you.

- Patricia Apple - (336) 447-4403
- Ann Cowen - (919) 417-2803
- Barbara Danais - (603) 540-7467
- Beth Holt - (336) 343-5609
- Sandy Holtslag - (336) 447-4175
- Jane Page - (336) 266-3095
- Barbara Russell - (704) 451-0232
- Barbara Sharpe - (919) 662-4713
- Shirley Whitehurst - (336) 580-0351

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ACKNOWLEDGEMENT

I have read the Abbey Glen Clubhouse manual and understand it is my responsibility to clean up immediately after my event. I also understand that my guests are not to use the pool or the exercise room during my private event. As the host I understand I am responsible for the behavior and safety of my guests. I understand that maximum occupancy of the clubhouse is 128 persons.

I understand that I am (or another responsible Unit Owner is) required to remain at the clubhouse as long as any of my guests are present.

I will report any items that aren't functioning properly. I will leave the clubhouse as I found it.

Any issues found during the after-event walk-through will be reviewed by me (the Unit Owner) and the clubhouse committee. I understand that I am financially responsible for any necessary repairs including but not limited to any damages to the Clubhouse, i.e. furnishings, fixtures, rugs, appliances, etc. that occurred during my use of the Clubhouse on

_____ (date). Such damages will be assessed by the Abbey Glen HOA Board and repairs will be made by contractors hired by this HOA Board.

I understand that non-monitored video cameras are continuously recording in the clubhouse and the recorded video may be reviewed in the event of missing items or incurred damages.

Owner Signature

Owner Name, please print

Date

Clubhouse Committee Member