

Abbey Glen Clubhouse Manual

Updated 2023-08-01

Reservation of the Clubhouse

The Clubhouse can only be reserved by Abbey Glen Unit Owners.

When you reserve the clubhouse, you are reserving the party rooms only; your guests are not to use the exercise room or the pool. The pool and exercise room are open to other Unit Owners during your event. At this time, the pool area cannot be reserved for a private party.

Reservation of the Clubhouse is \$50 (cash donation) for the event. If the event is cancelled within 14 days of the reserved day, a \$25 fee will be imposed. A security deposit of up to \$175 (check) may also be requested at the discretion of the Clubhouse Committee chair. This will be returned after your event unless there is damage or cleaning required.

Once you have decided on a date for your event, call Patricia Apple (336)269-1652 of the Clubhouse Committee to make your reservation. The date will then be added to the primary reservation calendar. Reservations are on a first come basis. The reservation donation and optional security deposit should be delivered to Patricia Apple within a week after reservation made to ensure that the requested date remains available.

The clubhouse cannot be reserved on the following days:

- New Year's Day (12/31, 1/1, 1/2)
- Easter (Friday, Saturday, Sunday)
- Memorial Day (Saturday, Sunday, Monday)
- Independence Day (7/3, 7/4, 7/5)
- Labor Day (Saturday, Sunday, Monday)
- Thanksgiving Day (Thursday, Friday, Saturday, Sunday)
- Christmas Day (12/24, 12/25, 12/26)
- Any Saturday before noon (Abbey Glen residents' brunch)

These blackout dates were approved by the Abbey Glen HOA Board on February 22, 2023 (Board minutes 2023-02-22 item #10).

The clubhouse is open to all our homeowners on these days. Private party reservations on Saturday cannot be made until after 12:00 (noon) because of the regularly scheduled residents' brunch.

On the day of your event, a committee member will arrange a walk-through to ascertain everything is as it should be. After the event, the owner and a committee member will walk-through to see if the rooms are properly cleaned and everything is in working order. The day of the event, the private party sign should be placed in the alcove inside the front door so everyone will be aware that there is a private party.

You are reserving the clubhouse only for the day and time of the event, set up and cleanup for the event must be done during the approved date and time. If you use a caterer, the kitchen is available to them. If you use any AG kitchen items, please clean them and put the items away. Please bring all your supplies with you including all paper items and dish cloths/towels for cleanup.

The clubhouse has a few tables and chairs that can be used for your event. Be aware that some of the tables are very heavy and you may need to arrange for someone to help set up and take down these tables. They must be returned to the closet during your cleanup. All tables that are moved (including those in the gathering room) must be **LIFTED** into position to protect the carpet from further tears.

The commercial coffee pot can be used but please bring your own coffee, creamers, and sugars. You can use the extra-large filters that fit the pot. To make coffee in the commercial pot: place filter in the coffee basket, put 7 to 8 Tbsp of coffee in the filter, turn on the coffee maker, fill the plastic pitcher up to the line on the pitcher with water (***please note, before you pour the water into the right top opening, make sure there is a coffee pot underneath where the coffee comes out**). Make sure the coffee maker is cleaned and turned off when you are finished.

No nails, staples, tape, or other fasteners are to be used on the walls. Candles may be used but should be in a container that cannot be overturned easily.

It is your responsibility to clean up after your event. A check list and examples are provided herein this manual to make sure you understand what must be done

before you leave. This manual is normally located on the bottom shelf of the end table next to the couch closest to the kitchen.

Be sure to remove all your food and drinks from the refrigerator.

Wipe off all counter tops and tables. Do not put liquid into the trash or recycle cans in the kitchen closet. Put only “clean” recyclables in the recycle can. Recyclables may be put in the “Recycle” bin outside without replacing bag. Consolidate the trash from the bathroom trash cans and the one in the kitchen and place the bag(s) in the outside trash receptacle. Replace any discarded bags for those 3 cans if necessary. These bags are kept in the kitchen closet.

Vacuum all carpet and floors. Vacuum cleaner is in the coat closet.

Arrange furniture as it was prior to the event.

If the oven has been used, make sure it is wiped clean and turned off.

Make sure all the outside doors and windows are locked; including both inside and outside doors in both bathrooms.

Turn off all ceiling fans and inside lights except for the table lamps in both rooms.

Set thermostat at 78 for air conditioning, if cooling, or 65 for heat.

Make sure the gas logs are turned off before you leave.

If any AG dishes, silverware, or coffee maker are used, please make sure these are cleaned and put away.

The HOA pays to have our clubhouse and bathrooms cleaned only once a month so please make sure they are clean for the next person.

Please do not use the pool table for food or beverage service during private events. There are additional tables in the storage room that may be used if additional serving space is required. Do not sit on or eat off of the pool table.

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.

Thank you for your cooperation!

Changelog

- 2023-08-01
 - Change contact to Patricia Apple (336)269-1652
 - Added security deposit (Board authorized 2023-07-26)
 - Moved fees to start of document
- 2023-03-01
 - Added Blackout dates around holidays (Board minutes 2023-02-22 item #10)