

**CONSENT TO ACTION
BY THE BOARD OF DIRECTORS
THE VILLAGES AT QUEEN CREEK HOMEOWNERS ASSOCIATION, INC.**

c/o AAM, LLC
1600 W. Broadway Road, Suite 200
Tempe, AZ 85282

HOA Office: 480.987.0847 - HOA Office Fax: 480.987.0851
AAM Main Line: 602.957.9191 - AAM Fax: 602.957.8802

CLUBHOUSE MEETING ROOM GUIDELINES & FEES

The undersigned, constituting a majority of the members of the Board of Directors of The Villages at Queen Creek Homeowners Association, Inc. and Arizona nonprofit corporation, hereby take the following action at a duly called meeting of the Board of Directors on November 17, 2011.

RESOLVED, that the Board of Directors hereby adopts the revised Clubhouse Meeting Room Guidelines & Fees for The Villages at Queen Creek Homeowners Association, Inc., attached to this resolution.

The Board of Directors hereby instructs the managing agent to notify all homeowners of the implementation of the revised Clubhouse Meeting Room Guidelines & Fees as of January 1, 2012.

IN WITNESS WHEREOF, the undersigned attests that the foregoing Resolution was adopted by a majority vote of the Board of Directors and has executed this consent as of this 17th day of November 2011.



William Lehman

President, Board of Directors

THE VILLAGES AT QUEEN CREEK HOMEOWNERS ASSOCIATION, INC.

c/o AAM, LLC

1600 West Broadway Road, Suite 200

Tempe, Arizona 85282

Phone: 480.987.0847 Fax: 480.987.0851

Meeting Room Reservation Request

Classification	Usage Fee	Insurance Requirement
Non- Homeowner/Resident For-Profit Activities	\$250 Deposit & \$100 Per Hour	Certificate of Liability Insurance required. The minimum policy shall be \$100,000.00 naming The Villages at Queen Creek Homeowners Association, Inc., Mainspring Capital, LLC & AAM, LLC as additionally Insured.
Homeowner/Resident For-Profit Activities	\$250 Deposit & \$50 Per Hour	Certificate of Liability Insurance required. The minimum policy shall be \$100,000.00 naming The Villages at Queen Creek Homeowners Association, Inc., Mainspring Capital, LLC & AAM, LLC as additionally Insured.
Non- Homeowner/Resident Non-Profit Organizations (i.e. HOAs, Churches, Civic Organizations, Boy/Girl Scouts)	\$250 Deposit & \$40 Per Hour	Certificate of Liability Insurance required. The minimum policy shall be \$100,000.00 naming The Villages at Queen Creek Homeowners Association, Inc., Mainspring Capital, LLC & AAM, LLC as additionally Insured.
Homeowner/Resident Non-Profit Organizations (i.e. Churches, Civic Organizations, Boy/Girl Scouts)	\$250 Deposit & \$20.00 Per Hour	Certificate of Liability Insurance required. The minimum policy shall be \$100,000.00 naming The Villages at Queen Creek Homeowners Association, Inc., Mainspring Capital, LLC & AAM, LLC as additionally Insured.
Non-Homeowner/Resident Party or Other Social Gathering	\$250 Deposit & \$40.00 Per Hour	Certificate of Liability Insurance required. The minimum policy shall be \$100,000.00 naming The Villages at Queen Creek Homeowners Association, Inc., Mainspring Capital, LLC & AAM, LLC as additionally Insured.
Homeowner/Resident Party or Other Social Gathering	\$250 Deposit No Fee	Insurance Certificate Not Required

The Villages at Queen Creek Meeting Room is available for special events and meetings. Any Association meeting or activity shall have first priority in the scheduling of events in the Meeting Room.

THIS RESERVATION IS FOR THE BACK MEETING ROOM ONLY.

IT DOES NOT INCLUDE THE FRONT SITTING ROOM, FITNESS CENTER OR POOL AREA AS THESE AREAS ARE ACCESSIBLE TO ALL HOMEOWNERS IN GOOD STANDING WITH THE ASSOCIATION WHO RESIDE AT THE VILLAGES AT QUEEN CREEK. THESE AREAS MAY NOT BE RESERVED OR USED FOR MEETINGS/PARTIES/EVENTS UNDER ANY CIRCUMSTANCES.

Initial Here

The Clubhouse entry door MAY NOT be propped open to allow your guests entry.
Individuals reserving the Meeting Room must make arrangements
to have an attendant at the door to allow their guests entry.

Initial Here

General Guidelines:

- Homeowners/Residents must be in good standing with The Villages at Queen Creek Homeowners Association, Inc. in order to reserve and use the Meeting Room.
- Reservations for the Meeting Room will only be accepted from persons 21 years of age or older. No one under the age of 18 can be in or use the Clubhouse without adult supervision.
- The use of bicycles, roller blades, skates, shoes with wheels, scooters, or skateboards is not allowed inside of the Clubhouse, tennis court or pool.
- All town, county, state and federal regulations must be obeyed.
- Smoking or use of tobacco products is not permitted inside the Clubhouse or any outside area. Violation of this policy will result in immediate loss of use and any deposit.
- Rice, birdseed or confetti may not be thrown in or around the Clubhouse, pool area, tennis court or parking lot.
- The individual reserving the Meeting Room is responsible for the conduct of their guests and damages they may cause.
- Individuals reserving the Meeting Room are to clean up after themselves immediately upon completion of using the Meeting Room.
- The individual reserving the Meeting Room shall be responsible for the actions of any vendors used such as caterers, etc. Any appointments with outside vendors (entertainers, caterers, etc.) to view the facility may not disrupt other functions taking place at the Clubhouse or Meeting Room.
- Pursuant to the Villages at Queen Creek lease agreement for the Clubhouse, reservations on behalf of Mainspring Capital, LLC will be taken at no charge with no deposit or forms required. However, Mainspring Capital, LLC will still be responsible for any damages that may occur and must clean up after any event.

Building Guidelines:

- Please make note, the Clubhouse including the Meeting Room is monitored by several security cameras.
- The Meeting Room maximum occupancy is 40 people.
- Electrical outlets in the Meeting Room provide 110-amp service.
- Tacks, staples, nails or adhesives may not be applied to painted walls, ceiling or surfaces or used to affix any signs, banners or decorations.
- Open flame candles may not be used inside the building.
- No frying or grilling is allowed inside or outside of the Clubhouse or Meeting Room.
- All food must be brought in and removed within the reserved time period.
- No food or equipment shall be stored in or at the Clubhouse or Meeting Room before or after an event.
- Same day (of event) pick up of rental equipment is required. No storage is allowed at or in the Clubhouse or Meeting Room.
- Installation and removal of decorations is restricted to the reserved time. Access to the Meeting Room will not be allowed before the reserved time. The Association does not provide storage for decorations or rented equipment. Responsibility for these items is that of the individual reserving the Meeting Room.
- Clean Up:
 1. All garbage bags including food, cans/glass, waste paper and decorations are to be bagged and disposed of properly (off site, not in the Clubhouse trash receptacles).
 2. All floors must be clean at the end of the event.
 3. All Meeting Room tables and chairs must be cleaned and put back in original location.
 - 4. Any Association costs for cleaning trash removal or damage incurred during an event will be the**

responsibility of the individual who made the reservation. Fees will be based on the actual cost of cleaning and/or repairs. Fees not covered by the security deposit must be paid within fourteen (14) days of the event.

- Individuals reserving the Meeting Room must report any repair issues, damages and/or safety hazards immediately to the HOA Management Office.
- Meeting Room tables and chairs are available for use during events. Tables and chairs are to remain inside the Meeting Room at all times and must be cleaned and stored properly after use.

Courtesies:

- Amplification is not allowed. Noise levels must comply with local codes and restrictions. Noise levels should not interfere with other residents using the surrounding areas of the Clubhouse.

Reservations/Fees/Procedures:

General Guidelines:

- Choose a date for your event and check availability of that date by contacting the HOA Management Office at 480.987.0847.
- Individuals reserving the Meeting Room are required to complete and sign a Meeting Room Reservation Request.
- The Meeting Room will be reserved on a “first come, first served” basis confirmed upon completion of the Meeting Room Reservation Request Form and payment of all applicable deposits and fees. The Meeting Room Reservation Request Form will include a confirmation that the individual reserving the Meeting Room agrees to have all fees (not covered by the Security Deposit) for cleaning, replacements and/or repairs paid to the Association within 14 days of the event. Homeowners will have applicable fees attached to their Villages at Queen Creek Homeowners Association account and must also be paid within 14 days.
- The Meeting Room Reservation Request Form must be completed, signed and delivered to the on-site HOA Management Office.
- Reservations must be made at least 72 hours in advance and not more than 60 days in advance. Special arrangements may be made for weddings and anniversaries.
- Alcohol is not permitted in the Meeting Room. Any exceptions would require Board of Directors approval and a request must be submitted at least 30 days in advance. If approved, an additional \$500.00 deposit would be required.
- Individuals may reserve the Meeting Room for a maximum of one (1) reservation per week. Any exceptions would require Board of Directors approval and must be submitted in writing at least 30 days in advance of the first event.
- The front sitting room, fitness center and pool are not included in the reservation of the Meeting Room and are available on a “first come, first served” basis for homeowners/residents only.
- The Meeting Room may be reserved between the hours of 6:00a.m and 10:00p.m.
- Liability insurance is required for events that incorporate entertainment or amusement games or any event that requires vendors to be on-site. The minimum policy shall be \$1,000,000.00 naming The Villages at Queen Creek Homeowners Association, Inc, Mainspring Capital, LLC & AAM, LLC as additionally insured.
- Use of special equipment must receive prior approval by the Board of Directors and must the request must be submitted at least 30 days in advance of the event. A full explanation of the special equipment must be provided.
- The individual reserving the Meeting Room must pick up and drop off the key at the on-site HOA Management Office. **Making a copy of the Meeting Room key is strictly prohibited.** Keys may be picked within the week of the event and must be returned no later than forty-eight (48) hours after the event. Keys not returned within seven (7) days of the event will be considered lost and a **Lost Key Charge of \$200.00** will be deducted from the Security Deposit. A **Late Kay Charge of \$50** will be deducted from the security deposit for keys not returned

within forty-eight (48) hours after the event. Reoccurring reservations must make special arrangements with the Community Manager prior to the events to keep the Meeting Room key.

- After an event, the "Check-Out" list must be completed, signed and returned to the on-site Management Office along with the Meeting Room key.

Fees, Deposits & Insurance Requirements:

- Fees, deposits and insurance requirements are listed on page one (1) of the Meeting Room Reservation Request Form. All fees, deposits and insurance certificates must be submitted in advance. Confirmation of reservations will not take place until fees, deposits and insurance have been submitted.
- Fee and insurance exceptions are subject to Board of Directors approval and must be submitted in writing to the Community Manager at least 30 days in advance of the event.
- Fees and deposits may be paid by cash or check to The Villages at Queen Creek Homeowners Association, Inc.
- Deposits are refundable less any applicable fees/charges.
- Any individual reserving the Meeting Room must complete and sign the Meeting Room Reservation Request Form which included confirmation/authorization to deduct all fees for lost/late keys and cleaning and/or damage charges. Any fees above the deposit will be due to the Association within fourteen (14) days.
- Fees/charges deducted from the deposit will cover any damages incurred during the event and/or any cleaning fees incurred. It will also cover the fee for lost and late keys. Cleaning and damage charges will be the actual costs incurred for any cleaning required or damages to the facility, tables, chairs and any and all items in the Clubhouse.
- If all is satisfactory upon the inspection of the Clubhouse after the event and the Check-Out List and key have been submitted, no charges will be deducted from the security deposit. Any deposit paid (if approved for serving alcohol) will be returned within two weeks of the event.

Cancellation:

- As a courtesy to others, please cancel reservations that will not be kept so dates will be made available.

Deviations from these guidelines may result in forfeiture of deposit and fees either charged to your Villages at Queen Creek Homeowners Association account or due within fourteen (14) days of the event.

VILLAGES AT QUEEN CREEK HOMEOWNERS ASSOCIATION

Meeting Room Reservation Request Form

21515 E. Village Loop Road, Queen Creek, AZ 85242

Office : 480.987.0847 / Fax : 480.987.0851

Name: _____ Address: _____

Phone: _____ Activity: _____

Event Date: _____ Day: _____

Entry Time: _____ Exit Time: _____ (Times must include set up & clean-up)

Estimated Attendance: _____ (40 maximum) Will Food be served? Yes No (Circle one)

Will Tables/Chairs be used? _____ Entertainment: Yes/No - If yes, please describe: _____

Decorations: Yes/No - If yes, please describe: _____

Will any special equipment be used? Yes/No - If yes, please describe: _____

AGREEMENT

- I agree to accept full responsibility for the type of activity and the behavior of the participants and will assume responsibility for all, with no limitations, loss or damage to the facility sustained in connection with the function stated in the above dates and times.
- I release, hold harmless, and indemnify the Villages at Queen Creek Homeowners Association, an Arizona nonprofit corporation, from and against any and all loss, cost, damage, expense, obligation, lawsuit, action or liability related to, due to or in any way connected with this agreement.
- I have read all for (4) pages of the Meeting Room Reservation Request Guidelines and Fees and understand what's expected of me by reserving the Meeting Room.
- I have submitted all required fees, deposits and insurance certificates.
- Room is subject to availability and approval of the Board of Directors or its Managing Agent. The Board of Directors retains the sole discretion on approval or denial of reservation requests.

The parties who signed below have read and fully understand this agreement governing the Villages at Queen Creek Clubhouse and will abide by the contents.

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Signature: _____ Date _____

Villages at Queen Creek
Representative _____ Date _____

Office Use Only

Deposit Paid? Y/N \$ _____ Insurance Submitted? Y/N _____ Date Received _____ Cash/Check # _____

Key # Checked Out _____ Date Picked Up _____ Date Key Returned _____

Deposit Amount Withheld _____ Deposit Check Returned? Y/N Date _____ Community Manager Initials _____

VILLAGES AT QUEEN CREEK HOMEOWNERS ASSOCIATION

Meeting Room Reservation Request Form
21515 E. Village Loop Road, Queen Creek, AZ 85242
Office : 480.987.0847 / Fax : 480.987.0851

Meeting Room Check-Out List

Name: _____ Address: _____

Phone: _____ Activity: _____

Event Date: _____ Day: _____

Entry Time: _____ Exit Time: _____ Estimated Attendance: _____

Check-Out

Charges:

_____ Chairs/tables cleaned and stored in Meeting Room closet? _____

_____ All rented and personal items removed from Meeting Room? _____

_____ Meeting Room floor cleaned and any spots/spills removed? _____

_____ All trash removed from Meeting Room? _____

(Clubhouse/Pool/Fitness Center trash receptacles may not be used, trash must be taken with you)

_____ Lights turned off? _____

_____ All doors closed and locked? _____

_____ Keys and Check-Out List returned to Community Manager? _____

Signature: _____ Date: _____

Individuals reserving the Meeting Room will be notified of any charges to be deducted from their deposit. If damages/cleaning, lost,/late key charges exceed the deposit amount, the amount will be assessed to their Villages at Queen Creek Homeowners Association account and is due and payable within fourteen (14) days of the event. For non-homeowner/resident reservations, additional fees/charges are also due within fourteen (14) days of the event.

Date Inspected: _____

By Association Representative Name: _____

Deposit Amount: \$ _____ Charges: \$ _____ Refund Amount \$ _____

Reason for charges (if applicable):

Association Representative Signature: _____ Date: _____