

May 30, 2024

Dear Crystal Ridge Neighbors,

We are thrilled to announce that our neighborhood clubhouse is now available for private event rentals! After meticulous renovations and a successful inspection by the Fire Marshal, we are excited to open up this space for our community to enjoy.

- Availability: Starting the week of May 27th 2024, the clubhouse will be available for rent on a first-come, first-served basis.
- Capacity: The first floor of the clubhouse can accommodate a maximum of 30 people, as per Fire Marshal regulations.
- Rental Hours: Rentals are for the whole day, with events needing to conclude by 10 P.M. Cleanup must be completed, and everyone must vacate the premises by 12 A.M.
- Setup/Decoration: Requests for setup/decorating the day before the event can be made two weeks prior, allowing for 4 hours of setup time at half the daily rental cost.
- Reservation Process: Renters must submit a request on our website and provide a copy of their driver's license along with proof of residency. Subleasing is not permitted.

Rental Costs:

- Rental Fee: \$100 to cover utility usage, cleaning supplies, etc. Any surplus will be reinvested to enhance the rental space.
- Deposit: \$200, fully refundable if the clubhouse is returned in the same condition.
- Cancellation Policy: 50% forfeiture for cancellations between 30-16 days before the event, and 100% forfeiture for cancellations 15 days or less prior.

Approvals:

- Please schedule at least two weeks in advance and allow 48 hours for a response from the Board of Directors.
- First-time requests for the year will be granted if the date is available. Additional requests will be confirmed 60 days before the event to ensure fairness.

Included Amenities:

- Access to the first floor of the clubhouse, excluding the office and storage room.
- 1 unisex ADA bathroom, 30 chairs, 8 six-foot tables, microwave, sink, and future amenities like a fridge (in progress).

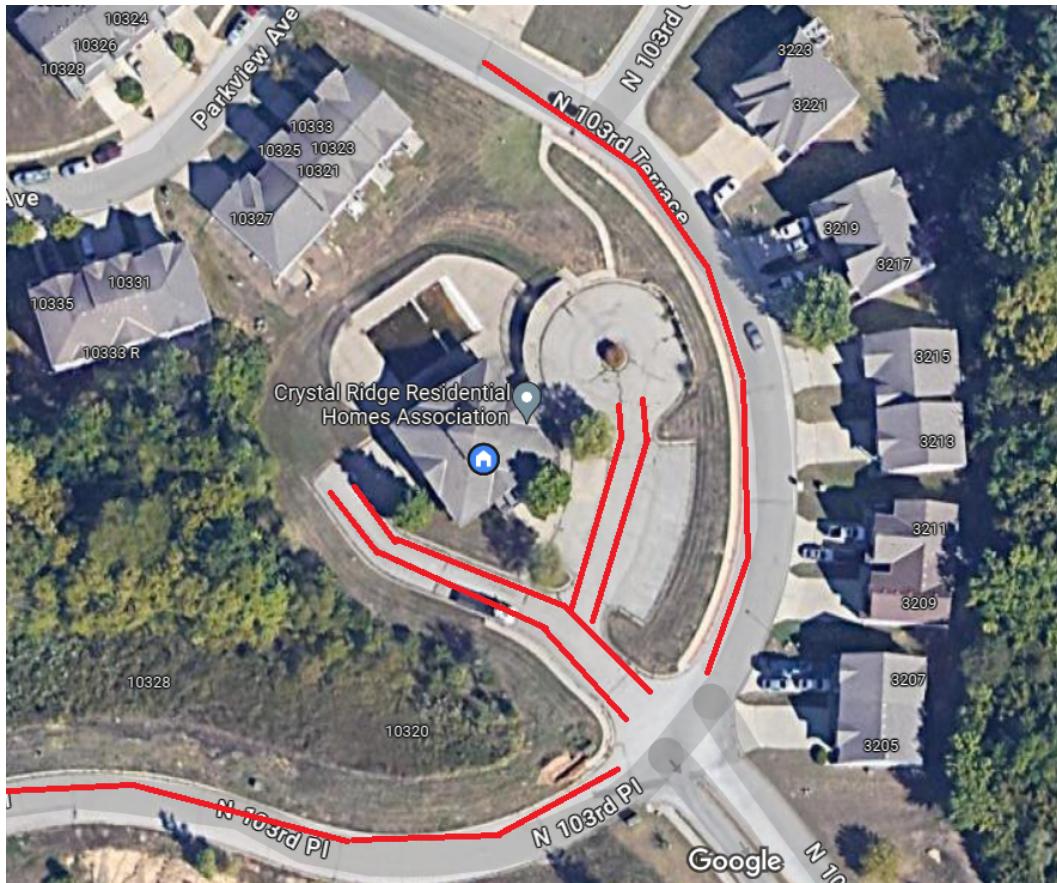
2024 HOA Events/Blackout Dates:

- June 8th
- July 1st - July 5th
- July 11th
- August 10th
- August 17th
- September 12th
- October 12th
- October 26th
- November 14th
- December 14th
- December 21st

Rules:

- No blocking fire exits or lanes.
- No smoking inside or on the covered deck.
- No grills on the covered deck; they are permitted in the parking lot or sidewalk.
- Use command strips or tape for decorations to avoid damage.
- Alcohol is allowed, but renters must comply with all laws and take full liability. For events with over 15 attendees and alcohol service, a licensed bartender or security guard is required.
- Events shall not interfere with use of the basketball court. Along with a future pool or playground.
- Events shall not interfere with surrounding neighbors to enjoy their homes.

Fire Marshals are requiring us to implement no parking on one side of the road on N 103rd Place and N 103rd Terrace around the area of the clubhouse before we can rent it out to any private events. The signs will be getting implemented within the next few weeks.



We are committed to providing a safe and enjoyable experience for all renters. Your cooperation with the rules and guidelines is greatly appreciated as we endeavor to maintain the integrity of our clubhouse.

If you have any questions or would like to request a rental, please don't hesitate to reach out via email.

Thank you for being part of our neighborhood!

Warm regards,

Phillip Wills

President of Crystal Ridge, Residential Homes Association, Inc

