

# Lakeview Ranch Homeowners Association

## Clubhouse Reservation Form

Steps to reserve the Lakeview Ranch Community Clubhouse:

1. Contact us to verify date availability or visit [www.lakeviewranchhoa.com](http://www.lakeviewranchhoa.com) , register for an account (if not already done so) and follow necessary steps to reserve the Clubhouse under the amenity reservation section of the site (instructions are included on the site).
2. Make out a deposit check for \$100.00 made payable to Lakeview Ranch Homeowners Association.
3. Pay \$50.00 rental fee online at [www.lakeviewranchhoa.com](http://www.lakeviewranchhoa.com) via your resident portal or include a separate check with your deposit check and this completed form. Rental fee check will also be made out to Lakeview Ranch Homeowners Association.
4. Return deposit and rental checks and this completed form to NTX Management Group, PO Box 460, Lake Dallas, TX 75065.

An NTX Management Group representative will contact you upon receipt of your reservation request. If you have any questions please email [lakeviewranch@ntxmanagement.com](mailto:lakeviewranch@ntxmanagement.com) or call 940-566-3714.

Homeowner Name: \_\_\_\_\_

Homeowner Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Reservation Date and Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ (49 person max per City of Denton)

I have read and agree to follow enclosed Clubhouse Rules and Clean-Up Checklist.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Security Deposit: \$100.00

<b>For Office Use Only</b>	Check #: _____	Received: _____
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**Rental Fee: \$50.00 (Rental Fee can be paid online w/ a one-time payment at [www.lakeviewranchhoa.com](http://www.lakeviewranchhoa.com))**

<b>For Office Use Only</b>	Check #: _____	Received: _____
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**Please return this completed form and check(s) made out to Lakeview Ranch Homeowners Association by mail to: NTX management Group, PO Box 460, Lake Dallas, TX 75065.**

### Lakeview Ranch Homeowners Association Clubhouse Cleaning Checklist

The clubhouse must be cleaned according to this checklist. Failure to restore the clubhouse to its original condition will result in a \$100.00 cleaning charge (to be deducted from the rental deposit). Be sure to notify Jaclyn Neyra at NTX Management Group by email ([lakeviewranch@ntxmanagement.com](mailto:lakeviewranch@ntxmanagement.com)) of any pre-existing damage prior to your event in order to avoid being charged for repair and/or replacement costs.

#### General

- Lock all doors (make sure back door is locked) front door will automatically lock once closed and turn off all lights prior to leaving.
- The HVAC will reset itself you do not have to turn it off.
- Remove all decorations, signs and other personal belongings.
- Pick up any trash resulting from your event.
- Take all trash with you, do not place in the receptacle located in pool area.

#### Main Room

- Return furnishings to their original placement
- Return folding chairs to rack.
- Fold banquet tables and return to their original placement.
- Wipe and spot-clean spills on carpet and upholstered furniture.
- Wipe off all tables and chairs.
- Vacuum carpet & Mop Floor (Vacuum & Mop is kept in hallway closet.)

#### Kitchen

- Wipe off countertops and backsplash.
- Clean sink.
- Remove items from refrigerator/freezer and wipe clean.
- Wipe any spills on cabinet fronts.
- Sweep floor and mop up any spills.

#### Bathroom

- Flush and wipe toilets clean.
- Wipe countertops, sinks and faucets clean.
- Clean mirrors.
- Sweep floors and mop any spills.

After the above has been completed please sign and date below and email or fax to NTX Management Group (email: [lakeviewranch@ntxmanagement.com](mailto:lakeviewranch@ntxmanagement.com) fax: 940-566-3715). Your deposit check will be returned to you once this checklist is completed and NTX Management Group or a Board Member inspects the clubhouse for damages.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Lakeview Ranch Clubhouse Rules

1. The clubhouse is for adult use only. Persons under the age of eighteen (18) years of age are not permitted in the clubhouse unless accompanied by the resident hosting the event who accepts responsibility for the minor.
2. Association Members are required to be in good standing with the Homeowners Association to be eligible to rent the clubhouse.
3. A security deposit and rental fee must be on file for the reservation to be confirmed.
4. The use of any tobacco products on the clubhouse premises is strictly prohibited.
5. Furniture may be moved to accommodate the clubhouse event. All furniture must be returned to its original location.
6. Animals are not allowed in the clubhouse unless used for aiding a disability.
7. Use of candles or other flame lit devices (other than birthday candles on a cake) is strictly prohibited.
8. No taping or pinning items to the walls is allowed.
9. Amplified music must be approved in advance. No music is allowed outside the Clubhouse.
10. Rental of the clubhouse is limited to the use of the Clubhouse only. Use of the community pool is not exclusive to the party reserving the clubhouse. Lakeview Ranch homeowners may still use the pool while an event is held at the clubhouse.
11. The homeowner renting the clubhouse must be in attendance during the event at all times and is responsible for the actions of their guests during an event.
12. An inspection of the Clubhouse will be conducted as soon as feasible after an event. It is the homeowner's responsibility to clean the Clubhouse after each use and leave the clubhouse in the condition in which he/she found it. If any damage has occurred, the Lakeview Ranch Homeowners Association will determine the dollar amount of damage. The determined amount will be deducted from the \$100 security deposit received and any amount of damage over \$100 will be paid by the homeowner hosting the event.
13. Entry access code(s) will be given to the homeowner within a reasonable time prior to the event once security deposit and rental fee are received.
14. If at any time the event is cited by the City of Denton or Fire Marshall for noise violation(s) or exceeding the 49 person maximum occupancy, the homeowner reserving the clubhouse will be solely responsible for any and all fines or fees related to the citation(s).
15. The clubhouse is to be closed by 11:00 PM and all parties are to vacate the premises no later than 12:00 AM (midnight).
16. Any violation of these rules will result in the forfeiture of the security deposit.

Lakeview Ranch Homeowners Association reserves the right to amend or alter the rules set forth for reserving the community clubhouse at any time as needed. Additional clubhouse rules may be posted at the clubhouse or other public domain available to Lakeview Ranch Homeowners Association members at any time. Failure to adhere to these rules may result in losing the right to use the community amenity center (clubhouse/pool/park).