

MILESTONE OWNERS ASSOCIATION, INC.  
Clubhouse Rules & Regulations  
Revised July 9, 2015

## **INTRODUCTION**

To ensure that all Owners, their families and guests have a safe and enjoyable visit when using common areas and amenities, or recreational areas or amenities, Rules & Regulations are needed and established by the Board of Directors from time to time. These practices are intended to enable the equal use of amenities and common areas by all Owners. The Managing Agent, Site Office Manager, Pool Manager and other personnel of the Milestone Owner's Association, Inc. have been directed by the Board of Directors to enforce these Rules & Regulations. Reservation applications are available from the Site Office here in Milestone.

## **GENERAL**

- 1) Entrance to, or use of, recreational areas/amenities is a privilege of owners in good standing and their guests. Identification may be requested and those not showing proper identification may be required to leave. All facilities are used at the risk and responsibility of the owner himself and for their guests. The owner for themselves and their guests agrees to hold the Association harmless for damage, injury or claims by virtue of use.
- 2) The Protective Covenants and Rules & Regulations will govern all activities at an Association or private function.
- 3) Owners and their guests violating these Rules & Regulations may be prohibited from using recreational facilities.
- 4) Any formal complaint regarding the operation of property or actions of other Owners must be made in writing to the Managing Agent.
- 5) Any group usage of any common area or amenity must register with the Site Office in advance.
- 6) **NO SMOKING** in any enclosed area.
- 7) **NO DRINKING** under the age of 21. The law may require that anyone serving alcoholic beverages must first secure a One Day Liquor License. Applicant is responsible for securing any appropriate license(s).
- 8) All persons are required to dispose of their trash in the proper receptacles.
- 9) No wet swimsuits in the building.
- 10) Pets are NOT allowed in the Clubhouse except for guide dogs.
- 11) No long distance calls are to be made from Clubhouse phone.

## **RESERVATIONS**

- 1) Reservations are based on a first-come, first-served basis at the Site Office.
- 2) A reservation may be secured by contacting the Site Office by email at [manager@milestonecommunity.com](mailto:manager@milestonecommunity.com) or by phone at 804-550-4656.

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3) A reservation may be granted over the phone based on availability. Applicant must then complete and submit an application to the Site Office. The Site Office must review and approve submitted applications before a personal function will be logged on the calendar.

4) ADDITIONAL COSTS

A) A security deposit check must be submitted with a completed reservation application by an owner, or a group of owners in the case of a neighborhood party. This check **MUST** be dated the date of the function for which the application is made. The amount of the check is refundable provided that all Rules and Regulations are met, less any fees. Make checks payable to Milestone Owners Association, Inc.

B) Any area reserved **must be cleaned immediately after the function**. Reserving Owner must leave the area in the same or better condition as it was found. Janitorial or other cleaning services will be secured as needed: **TRASH MUST BE PUT INTO THE OUTSIDE TRASH CONTAINERS. FAILURE TO CLEAN MAY RESULT IN THE APPLICANT GIVING UP THE DEPOSIT, BEING BILLED FOR ADDITIONAL COSTS OR LOSING THE PRIVILEGE OF RESERVING.**

C) The applying Owner will be responsible for any and all damages to the facility, equipment and/or grounds during a private function. Applying Owner also agrees to pay for all damages incurred upon presentation of a statement.

D) There will be a penalty fee charged to any reserving owner who leaves any facility open and unsecured, in any way.

E) **NO DECORATIONS MAY BE ATTACHED TO THE WALLS. FAILURE TO COMPLY WILL RESULT IN LOSS OF DEPOSIT AND ANY REPAIR COSTS.**

5) Attendance capacity limits must be observed, 99 is the maximum capacity per the fire code.

6) An Owner family may have no more than two approved reservations on file per month.

7) The applying Owner will attend any personal function for which they made an application for.

8) The Association, Board Member and its Managing Agent reserves the right to end any function which is deemed to be unreasonably noisy, dangerous or for any activity in violation of the Protective Covenants or Rules & Regulations.

9) Reservation time should include time to set up, clean up and leave the facility as other functions may be held before or after your reserved time.

**CLUBHOUSE**

1) The association is not responsible for lost or stolen articles.

2) Baby diapers must be changed in the bathrooms **ONLY**.

3) The reserving Owners are responsible for removing balloons and other decorations before leaving.

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- 4) After each use, applicant must return all furniture to original positions.
- 5) Non-profit groups like Boy or Girl Scouts, which are composed of at least 1 Milestone resident may reserve facilities for no more than two times per month use. The reservations must be during a weekday. Each such group must submit an ownership list, to Site Manager, to include home addresses with the first application at the beginning of their season, or as requested.
- 6) The Clubhouse may be reserved from 8am to 12 midnight.