



WYNDHAM RIDGE HOMEOWNERS ASSOCIATION

Clubhouse Reservation Information & Instructions List

General Policies and Definitions

- 1) The Wyndham Ridge Clubhouse (WRC) is available for WR homeowners to use for private and community functions.
 - WRC is defined as the clubhouse and covered patio.
 - *Functions* shall be defined as events of which the scope and nature are / for:
 - a. WR community sponsored and community-wide, or,
 - b. WR owners and their invited guests.
- 2) Reserving the WRC does NOT include exclusive use of the WR pool. WR owners reserving the WRC and their invited guests may use the pool, subject to pool rules, but the pool is to remain open and available during pool hours for use by any WR homeowners who wish to swim.
- 3) Scheduled and confirmed WR community sponsored and community-wide events will have priority over individual WR owner events.
- 4) All reservations must be made by a WR homeowner.
- 5) WRC use must be reserved in advance. Reservations are accepted on a first-come, first-served basis.
- 6) The WRC is available for rental seven days a week between the hours of 7:00am and 11:00pm.
- 7) Any use of the WRC must be suited to the size and structure of the WRC.

Reservation Deposit

To ensure that the quality of the WRC is maintained for the use of all WR residents, a \$100 refundable deposit is required at the time a reservation is confirmed (see below).

Reservation Procedure

- 1) WR owner submits the *Make A Reservation* form through the WR website **OR** contacts CAM with requested dates and times:

Community Association Management (CAM)
Phone: (573) 499-4445 / E-mail: bsmith@camcolumbia.com
- 2) CAM will, based upon guidelines and policies as determined by the WR Neighborhood Association Board and Facilities Committee, shall determine eligibility, availability and priority of request.
- 3) CAM reserves the right to deny any request to use the WRC if it is determined, at CAM's sole discretion, that there is insufficient time to adequately prepare for the proposed event.
- 4) CAM will send an e-mail (or letter) to the WR owner with the Reservation Agreement and Clubhouse Deposit forms to return, as well as the Information & Instructions List and Building Use Checklist.
- 5) WR owner will complete "Reservation Agreement" form and "Clubhouse Deposit" form return to CAM promptly upon receiving the reservation confirmation information via email.
- 6) Upon receipt of "Reservation Agreement" and \$100 reservation deposit, CAM will acknowledge receipt to complete the reservation. Reservation is **NOT** finalized until completed Reservation Agreement and refundable Clubhouse Deposit are both received by CAM.

COMMUNITY ASSOCIATION MANAGEMENT, LLC (CAM)

573-499-4445 Phone | INFO@CAMCOLUMBIA.COM | 573.777.7297 Fax

Mail to P.O. Box 1274 COLUMBIA, MO 65205 | Office at 3700 MONTEREY DRIVE, SUITE E (65203)

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