



# Sonoma Pines Homeowners Management Ltd.

## Annual General Meeting Minutes

Westbank Lions Community Hall  
2466 Main Street, West Kelowna. BC  
Thursday May 25, 2017 @ 6:00pm

1) **Certify Proxies, Corporate representatives and issue voting cards:** Proxies were certified by a Board member and voting cards were distributed.

2) **Determine a Quorum / Call Meeting to Order:** Be it noted that there were **106 homes represented, 84 in person, 22 by proxy.** Total voting cards were 196 which constitutes a quorum.

John Scott introduced the head table consisting of; John Scott, Charlie Milazzo, John Cole, Jo-Anne Luchka, Tom McEwan, Bryon Dickie, Mike Makin and Kanina Wright.

David Reid was unable to make the meeting as he was away on business. Kanina Wright was appointed as Secretary.

**The meeting was called to order at 6:08pm**

3) **Elect a Chairperson, if necessary:** John Scott, President of the Corporation will serve as Chairperson.

4) **Present Proof of Notice or Waiver of Notice:** The Property Manager presented the Notice of Meeting distributed on or before May 14, 2017 as proof of notice of this meeting.

5) **Approval of Agenda: BE IT THEREFORE RESOLVED** as a majority vote resolution to approve the agenda as presented. Motion and a second. **Upon vote the motion carried as determined by the Chair.**

6) **Waive the appointment of an auditor: BE IT THEREFORE RESOLVED** as a majority vote resolution to waive the appointment of an auditor. Motion and a second. **Upon vote the motion carried as determined by the Chair.**

7) **Approval of the minutes: BE IT THEREFORE RESOLVED** as a majority vote resolution to approve the May 26, 2016 Annual General Meeting minutes and the September 27, 2016 Special General Meeting minutes. Motion and a second. **Upon vote the motion carried as determined by the Chair.**

8) **Unfinished Business:** none from last year's Annual General Meeting.

There was a question from the floor if the head lease has been transferred from Carrington Holdings to Sonoma Pines Homeowner Management Ltd. The Chairman confirmed that this happened earlier this month.

9) **Reports:**

a) **Board Report – (attached)** The President read the Board report.

b) **Report on Insurance** - The Property Manager reviewed the summary of coverages for the insurance policy which was attached to the Notice of the Meeting.

c) **Financial Report** - Bryon Dickie presented the financial statements which were attached to the Notice of the Meeting. This was followed by a short question and answer session.

10) **Ratify New Rules (majority vote) (attached as Appendix B):**

**BE IT THEREFORE RESOLVED** as a majority vote resolution of the Owners, Sonoma Pines Homeowners Management Ltd. to ratify the new or amended rules shown on Appendix B attached to the Notice of the Meeting which were approved by the Board during the year. Motion and a second. **Upon vote the motion carried as determined by the Chair.**

11) **New Business:**

**Special Resolution #1 (3/4 vote): BE IT THEREFORE RESOLVED** as a 3/4 vote resolution of the Owners, Sonoma Pines Homeowners Management Ltd. to spend up to \$54,500 from the Common Contingency Reserve Fund for concrete and asphalt repair, sanitary sewer flushing and fencing and up to \$50,500 from the Multi Family

Contingency Reserve Fund for wood accents, pergolas, fascia and roofing. Motion and a second. **Upon vote the motion carried with a clear 3/4 vote as determined by chair.**

**12) Approval of Operating Budget for the coming year as proposed (Majority Vote):**

**BE IT THEREFORE RESOLVED** as a majority vote resolution of the Owners, Sonoma Pines Homeowners Management Ltd. to approve the operating budget as presented for the 2017/2018 year. Motion and a second. **Upon vote the motion carried as determined by the Chair.**

**13) Election of Council – nominations accepted from the floor:**

The following three Board members allowed their names to stand for a further term:  
John Scott, Bryon Dickie and David Reid

John Scott nominated Brenda Evans  
John Scott nominated Bob Scruton

Motion and second to cease nominations. **Upon vote the motion carried as determined by the Chair.**

**BE IT THEREFORE RESOLVED** by majority vote that the following 5 people will serve as the board for the coming year. Motion and a second. **Upon vote the motion carried as determined by the Chair.**

John Scott  
Bryon Dickie  
David Reid  
Brenda Evans  
Bob Scruton

**14) Termination of the Meeting:** Motion and a second to terminate the meeting. **The meeting was terminated at 6:41pm.**

## **2017 Sonoma Pines Homeowners Management Ltd. Annual General Meeting Board Report**

We are pleased to report another successful year for the Sonoma Pines Community. This past year culminated in the construction of the last of 495 homes and the successful transition for the developer to the homeowners. No more road dust or construction sites impeding our Okanagan views. Most importantly we can say that we finished the year with a slight surplus for the budget, and Bryon will tell you about that.

But more than managing just the numbers, the Board is also responsible to the management of the community, through the property manager and the various volunteer committees. These committees have met regularly to help manage maintenance, landscaping, the clubhouse, administration, welcoming new members to the community, social events and publication of a monthly newsletter within the community. A special thank you to all members of our volunteer committees.

In 2016, the Board established a committee to review cost allocations For Multi Family homeowners in Sonoma Pines. The committee made their recommendations in March, which were then approved by the Finance Committee and accepted at the Board meeting of April 6.

Sonoma Pines now has in place a cost allocation schedule clearly explaining to all homeowners how budgets costs are assigned to individual homeowners.

Starting in January, Bryon and the finance committee started preparations for the consolidated 2017-18 operating budget and completed that project with a budget town hall meeting on May 6 to review with homeowners.

As a matter of fact three town halls took place in the last year, allowing plenty of room for community debate. And good use of our clubhouse.

### ***New property manager Coldwell Banker***

- At last years AGM, homeowners gave approval to the Board to engage in negotiations for a new property manager. Effective Nov 1 Coldwell Banker is our new property manager. Following the transition of financial records from APM to Coldwell Banker; a complete review of the General Ledger operating accounts, Contingency Reserve Fund and the retained earnings were completed for the respective Common and Multi-Family accounts.
- Bryon Dickie our Treasurer, met with Coldwell Banker on a number of occasions to establish operating account guidelines.
- Suzanne Larouche also assisted to a great degree in the financial part of the transition.
- Working with Coldwell Banker, we have a new Community Services Coordinator Gord Hammond, on the job having started in April.

## *New community offices*

- At last years AGM, homeowners also gave approval for the construction of a new office in the clubhouse.

That office was completed last year and now provides a work space for Kanina and Gord. I think that this has facilitated much easier access for homeowners requiring resolution of issues related to their homes requiring the assistance of our property manager.

Coming up on 1 year ago... July 1 2016 was a very special day and we wish to thank all those volunteers who worked hard to make July 1<sup>st</sup> 2016, Canada Day Ceremony a proud day to remember. We witnessed our clubhouse flag raising, which brought excitement and pride to our community as well as a sense of unity under one flag for all residents.

While talking about the clubhouse I'd like to make a Special thank-you to members of the social committee who sponsor regular Friday happy hours and activities throughout the year, for all homeowners.

At the end of last year we received some good news from WFN and based on conversations with WFN it appears that we are close to seeing construction of a 4 way stop at Carrington and Sonoma Pines Drive.

A lot of the work and organization in the community takes place as a result of the dedication of our volunteers and our 2nd Annual Volunteer dinner took place in October. These dinners are established to recognize the volunteers who help keep the community looking immaculate and running smoothly. Many thanks again to all of our community volunteers.

We all need to thank the current members of the Board.

Bryon Dickie, Jo Luchka, Tom McEwen, Charlie Milazzo, John Cole and David Reid. Over the past year, or many years of their community service, they have left their own unique and positive imprint on the community. As many of you know Jo, Tom, John and Charlie will retire from the Board and I ask you all to join me in thanking them for their service and commitment to the community.

**Additions to SPHM Rules and Regulations** □ To be inserted in Division 1,  
Section 3 Use of property

(14) Owners and their tenants may install Christmas lights and décor no earlier than November 1st in any year and must be removed from the owner's residence by March 31st of the following year. Christmas lights and decorations may only be illuminated between November 15th and January 31st

(15) Sonoma Pines Lower RV Storage Lot

- (a) Management of the Lower RV lot is the responsibility of the sublessee corporation. □
- (b) Only homeowners in Sonoma Pines may own storage space in the Lower RV lot. □
- (c) All vehicles stored must be owned & insured by a Sonoma Pines homeowner. □
- (d) Proof of ownership & current insurance must be presented to the Board or the property manager and must be kept current. □
- (e) No cars or motorcycles may be stored. Only trucks intended for towing travel trailers or carrying campers, may be stored in the space with the RV unit. □
- (f) The spaces are for motor homes, travel trailers, trailer holding recreational units, fifth wheels, campers, campers on trucks and boat trailers only. □
- (g) No engine maintenance or other substantial mechanical work is permitted in the Lower RV Storage Lot. □
- (h) SPHM is not responsible for any damage to, theft of, or theft from any vehicle or item stored in the Lower RV Storage Lot. □
- (i) The RV lot owner stores his unit at their own risk. □
- (j) SPHM fees are due and payable on the first of each month and are set on an annual basis by the Board as part of the SPHM Ltd. annual budget.

(16) Sonoma Pines Upper RV Storage Lot Regulations

- (a) Only homeowners in Sonoma Pines may rent storage. No 'renters' of homes in Sonoma Pines may apply for storage. (Exceptions made by SPHM Board only).

- (b) Proof of ownership and current insurance must be presented to our property manager, Coldwell Banker Horizon Realty. Insurance must include a minimum of \$2 million liability. Documentation must be kept current.
- (c) Only one space per home owner is allowed.
- (d) The spaces are assigned by number and home owners are required to use only the space assigned to them.
- (e) No cars or motorcycles may be stored. Only trucks intended for towing or carrying campers, etc. may be stored in the space with the RV unit.
- (f) The spaces are for motor homes, travel trailers, trailers holding recreational units, fifth wheels, campers, campers on trucks and boats on trailers.
- (g) It is the homeowners' responsibility to notify Coldwell Banker Horizon Realty immediately of all changes of RV vehicles in their space.
- (h) Spaces are available on a 'first come' basis based upon the size required for your RV. Eg: a 23' RV will be waiting for a 26' space and 34' RV will be waiting for a 50' space. See items #21 and #22 below.
- (i) "Wait list" is maintained by Coldwell Banker Horizon Realty on the SPHM Boards' behalf. Names are in order of application date. Persons on the 'Wait List' will be notified when a space becomes available according to their requirements.
  - i. Person at top of list will be offered the next available spot, if not suitable that spot will be offered to the next person on the list. The person that passes will remain at the top of the list.
  - ii. Our property manager will maintain a "move list". The number of moves allowed in a year will be calculated on April 1<sup>st</sup> each year using this formula:

Number on Move List

\_\_\_\_\_

x Number on Move List

Number on Wait List + Number on Move List

Rounded down to the nearest whole number with a minimum of 1

- (j) No subleasing of RV spaces is allowed.

- (k) The homeowner must not store hazardous, dangerous, illegal, stolen, perishable, environmentally harmful or explosive goods, firearms or weapons, bio hazardous items, or drugs in their space.
- (l) The homeowner is responsible for any damage they cause to the Sonoma Pines RV Storage Lot. (I.e. oil stains, damage to asphalt, fence, water fixture, light poles etc.).
- (m) No maintenance or other substantial mechanical work is permitted in the Sonoma Pines RV Storage Lot. (See section 3 (5) Use of property)
- (n) SPHM is not responsible for any damage to, theft of, or theft from any vehicle or item stored in the Sonoma Pines RV Storage Lot.
- (o) The homeowner stores his unit at his own risk.
- (p) Gates must be locked when leaving the SPHM RV Storage Lot or when remaining on site for an extended period of time. I.e: cleaning or stocking the RV.
- (q) The storage term is for twelve (12) months, however the rental will continue automatically unless the renter gives the SPHM Board one month (30 days) notice in advance to terminate his contract and clear his allotted space (at his expense). This allows Coldwell Banker Horizon Realty the opportunity to stop payment and will provide proper notice to the next homeowner of the available space. The rental agreement will remain in effect as long as the homeowner complies with the terms of this contract.
- (r) At the SPHM Board's discretion, termination of this contract will occur if the homeowner is in breach of any of the condition (or conditions) of this contract. Fifteen (15) days written notice will be given to the resident owner to clear his space (at his expense).
- (s) 26.0' spaces will be allotted to units 26.0' and shorter. 50.0' spaces will be allotted only to units over 26.0' in length. A maximum of two RV vehicles will be allowed in any 50.0' space. The SPHM Board reserves the right to determine the length of the vehicle and assign the appropriate space.
- (t) Spaces are paid monthly on the first (1<sup>st</sup>) as part of the maintenance provided by Coldwell Banker Horizon Realty.
- (u) A 'key' deposit of \$20.00 is due at the time of space occupancy. Upon cancellation of the space, the key must be returned to Coldwell Banker Horizon Realty for the deposit to be refunded.

(v) SPHM reserves the right to revise the rental fee and Rules as deemed appropriate.

(w) Hours of operation are:

May 1 to September 30	7:00am – 10:00pm
October 1 – April 30	7:00am – 7:00pm

Entering the lot outside these hours will trigger an alarm and any cost incurred will be charged to the renter.

Rental agreements are available through our property manager.

### **Deletions to SPHM Rules and Regulations**

The following rule will be deleted:

(14) The rental fee for a long stall in the R.V site will be \$60.00 per month and the fee for a short stall is \$45.00 per month.

### **Revised Clubhouse Rules**

## **Sonoma Pines Community Clubhouse**

### **Rules**

#### **Section 1. Purpose of the Clubhouse**

The main purpose of the Clubhouse is to provide a facility to serve and fulfill social and recreational needs of Sonoma Pines residents. It will also be used for communication purposes within Sonoma Pines including meetings and activities for the Sonoma Pines Homeowners Management LTD., and any designated Sonoma Pines Committees.

#### **Section 2. Terms Used**

**a. Homeowner:** A Homeowner is a person over the age of 19 that is identified as a Lessee in a Sonoma Pines Corporation property Sublease Agreement.

**b. Tenant:** A Tenant is a person over the age of 19 that rents a home in Sonoma Pines and whose name is identified on the Homeowner's Tenancy Agreement and provided to the SPHM Ltd. property manager.



**c. Resident:** A resident is a person over the age of 19 that lives in Sonoma Pines. A resident includes Homeowners, people that live in Sonoma Pines with a Homeowner and Tenants of a Homeowner

**d. Booking Agent:** A Sonoma Pines Resident approved by the Clubhouse Management Committee to accept and schedule bookings of the Sonoma Pines Clubhouse.

**e. SPHM:** Sonoma Pines Homeowners Management Ltd.

**f. SPCCMC:** Sonoma Pines Community Clubhouse Management Committee

### **Section 3. Clubhouse Access Requirements**

Use of the Clubhouse is a privilege and is to be shared amongst all Residents. In turn, Residents share the responsibility to maintain this facility to a standard that can be enjoyed by all while using the facility including the responsibility to leave it neat, clean and tidy, and treating it as you would your own property. Any Resident found abusing this clubhouse privilege will have their key fob deactivated.

**a. Quiet Hours:** The right to peaceful enjoyment by all Residents living in the vicinity of the Clubhouse must be respected and therefore quiet hours for the Clubhouse will be from midnight to 5:30 a.m. All activity in the Clubhouse must cease by 12 am. with the exception of New Years Eve celebrations which shall end by no later than 1 am.

**b. Maximum Occupancy:** The maximum number of people allowed at a clubhouse function held upstairs including the main entertainment area, dining room and games room is 80.

**c. Security and Access:** A Homeowner must purchase a key fob in order to gain access to the Clubhouse.

Any resident found responsible for setting off the Clubhouse alarm by staying in the building beyond midnight may be responsible for reimbursing SPHM for all related costs.

**d. Key Fobs:** Each Sonoma Pines address is entitled to purchase two key fobs. All rental homes must be identified as such by the Homeowner and noted in the key fob registry.

A Homeowner is not permitted to give their key fob to their Tenant to access the Clubhouse. Tenants must register to obtain a key fob and made aware of all Clubhouse rules inclusive of the gym.

Rules are available online at [www.sonoma\\_pines\\_info](http://www.sonoma_pines_info). The Homeowner is also responsible for the conduct of their Tenant (including any Tenant guests) when they use the Clubhouse and is responsible to pay for any related fines and damage.

When a home is sold the Homeowner or a tenant moves out of the community, they must return their key fob and have it deactivated. If the key fob is in good working condition the Homeowner or Tenant will be refunded their purchase price and the key fob will be placed back into inventory for resale.

A key fob that is damaged/lost must be reported immediately and deactivated. The Homeowner will not be given a refund for a damaged/lost key fob but can purchase a replacement.

**e. Parking:** Parking at the Clubhouse and surrounding area is limited. The SPCCMC requests that homeowners, tenants and guests refrain from parking in the vicinity of the Clubhouse and surrounding area except in designated areas. Residents using the clubhouse are encouraged to walk or secure alternate transportation. Limited parking is permitted on Sonoma Pines Drive. There is no parking in the Clubhouse service entrance driveway. Parking or unloading on the upper patio area is strictly prohibited. Posted no parking areas will be strictly enforced through a fine and/or towing of the offending vehicle(s) at the vehicle owner's expense.

**f. Smoking:** Smoking of any kind is not permitted in the Clubhouse or around Clubhouse entrance/exits. Smoking is only permitted in designated outdoor areas.

**g. Pets:** Pets of any kind are not allowed in the Clubhouse premises at any time.

**h. Minors:** Under no circumstances is anyone under the age of 19 allowed in the Clubhouse without the supervision of a Resident. Should damage by a Minor occur, the Resident will be held responsible for repairs and/or clean up. The number of Minors should be kept to a minimum when the Clubhouse is expected to be busy.

**i. Guests:** Guests may be brought to the Clubhouse by Residents and remain the responsibility of the Resident for the duration of the time they are on the premises. Residents are encouraged to limit the number of guests during times when the Clubhouse is expected to be busy.

**j. Restrictions:**

- Patio furniture must remain on the concrete patio;
- Folding tables and chairs only may be used on the patio area if required
- No paint, tape or tacks are permitted on walls, windows, fixtures or mouldings, fireplace mantel or ceiling. Candles in safe containers and supplied by the user are permitted however no taper candles are permitted.
- No removal of any equipment or furnishings allowed, without permission from the SPCCMC

**Section 4. Clubhouse Use Requirements**

Use of the Clubhouse by all Residents is subject to the activities and restrictions outlined below.

**b. Social Committee Functions:** This includes all activities planned by the Social Committee and will be open to all Sonoma Pines Residents. Some of these events will require advance ticket purchase to cover the cost of food and entertainment.

**c. Resident Use:** Residents may use all parts of the Clubhouse at any time except during times when the clubhouse is booked for private functions. (see private functions below) Residents are asked to use discretion when using the facilities while other organized recreational activities are going on.

**d. User Groups:** The SPCCMC will, at its discretion, review requests from User Groups for art, music, crafts, fitness, social, educational or other recreational activities in the Clubhouse. User groups are open to all Residents who share an interest in the subject. A copy of the monthly activity schedule will be posted on the bulletin board, on the Sonoma Pines website [www.sonomapines.info](http://www.sonomapines.info) and the Sonoma Sun newsletter. Each User Group must designate a contact person for their group and provide the name to the booking agent. A Resident or group of Residents may propose new User Groups and if approved by SPCCMC, the Booking Agent will schedule times for the activity. Approved User Groups may be asked to relinquish their allotted time for scheduled events at the discretion of the SPCCMC.

**e. Private Functions.** Private Functions are defined as functions organized by a Resident where not all Residents of Sonoma Pines are invited to participate. Rules governing use of the Clubhouse for Private Functions are listed below. The Clubhouse can only be booked by a Resident (or a group of Residents) for their personal use. The Resident will be deemed the "Private Function Renter" and must be in attendance at all times. A Private Function (clubhouse rental) restricts the use by other Residents to use of the lower level gym and lower level multi purpose rooms. Residents using those portions of the Clubhouse during Private Functions are asked to respect the privacy of the Private Function Renter.

The following terms and conditions will apply to all Private Functions:

*i. Private Function Restrictions:* Under no circumstance can a Private Function be booked for the express purpose of holding a Stag or Stagette.

*ii. Booking Times:* Private Functions may be booked between the hours of 11:00 a.m. and midnight. All outside activity must cease by 11:00 pm with table and chairs stowed away. Clubhouse quiet hours must be adhered to and the building vacated and locked by midnight. Cleanup of the facility must be completed no later than 10:00 a.m. the following morning.

*iii. Maximum Attendees:* Any Private Function (main entertainment, dining and patio area) is limited to the attendance of 80 persons.

*iv. Fees:* A fee is required for the private use of the Clubhouse which includes the use of the games room. The following fees are effective January 1, 2017 and are only refundable if the booking is cancelled 30 days prior to the event:

- For all renters: \$500.00 damage deposit; **plus**
- If being used by a Resident for personal purposes: \$125.00 rental fee; plus an additional \$100.00 cleaning fee if chosen; **or**
- If being used by a Resident for purposes of a trade show or a commercial vendor (organized by a Resident): \$175.00; additional \$125.00 cleaning fee if chosen; **and**
- For use of table covers during an event: \$50.00
- For use of Public Address & ipod system \$20.00

If a Private Function Renter elects to clean the Clubhouse themselves instead of paying the additional cleaning fee, they must clean the Clubhouse as outlined in the applicable section below.

*v. Rental Agreement and Damage Deposit:* A Rental Agreement must be signed by the Private Function Renter and applicable fees paid at the time of booking. Payment of the damage deposit is also required at the time of booking for all Private Functions.

Renters must be aware of insurance requirements as stipulated in the rental contract.

Damage caused during a private function:

- Any damage to the premises or equipment occurring during a Private Function is the responsibility of the Private Function Renter.
- The Private Function Renter together with the Booking Agent will inspect the building and equipment before and after the Private Function to assess pre and post booking conditions.
- In the event of damage, the damage deposit will be applied. If the deposit is insufficient to cover damages, the Private Function Renter will be responsible for covering the additional costs, and no exceptions will be made.

*vi. Alcohol:* Under no circumstance can liquor be served to any person under the age of 19 within the Clubhouse. Should it be necessary at a function to sell alcohol for a nominal fee (e.g. cash bar at a wedding reception), the Private Function Renter must apply for a liquor license which is available at all BC Government liquor stores. A copy of this license must be shown to the booking agent. If alcohol is not sold, then no liquor license is required. If any belligerent and/or destructive behaviour occurs, a minor being served alcohol or any illegal activity conducted on the premises, the SPMC has the right to terminate the

Private Function. All applicable costs for damages will be assessed to the Private Function Renter. Under such circumstances booking fees will not be refunded.

*vii. Equipment Use for Private Functions:*

- Fees cover the use of all food preparation appliances, including the refrigerator, stove, cooler, barbecue and grill, chafing dishes, serving trays, platters, pans, coffee pot and urn, cutlery, dishes, tables, chairs, dishwasher and Sono's sound system.
- Sterno for chafing dishes is not included.
- Renters must supply their own coffee and tea.

*viii. Cleanup for Private Functions:*

All Private Function Renters are responsible for completing the following at the conclusion of their event:

- Cleaning all appliances used during the event, including coffee pots, coffee urn and barbecues (if utilized)
- Removing all food and condiments brought for the function, including refrigerated items
- Washing all dishes used; if using the dishwasher ensuring it has been emptied, drained and turned off at completion of the wash cycle. Dishes are to be rinsed before loading into the dishwasher. Food grate in the dishwasher is to be cleaned upon completion of the last load of dishes. Please read the posted instructions and leave the dishwasher door open after it has been drained.
- Bagging all garbage and placing it in the garbage containers located in the cedar enclosure on the south side of the building
- Removing all recyclable materials and placing them in the recycle containers provided outside in the trash enclosure and separated as follows:
  - Returnable – bottles, cans, plastic and glass jars
  - Recyclables – paper, cardboard, etc. These items must be in a separate recycle bag for curb side pickup
- Ensuring all chairs, tables (including patio furniture) and any other equipment used are cleaned and put away to their original location
- Ensuring any tablecloths, dishtowels and dishcloths used have been folded and left out for cleaning
- Turning off all lights, fans and the fireplace (if applicable)
- Turning off the TV and Sono's sound system
- Ensuring that all exit doors are locked

Private Function Renters are also expected to ensure the Clubhouse is returned to its pre-function state by performing the following additional cleaning tasks:

- 1, Mopping the kitchen, front entrance and hallway floors using the dedicated mops provided;

2. Damp mop the hardwood dance floor using the designated special mop located in the utility room.
3. Cleaning the Ladies and Men's washroom counters, toilets and floors;  
and
4. If the patio was used, sweeping it of any debris.

**A Private Function Renter may elect to pay the applicable cleaning fee instead of completing the above additional cleaning tasks. The Private Function Renter must elect this option at the time the booking is made.**

If cleanup of the facilities used is not adequate, the damage deposit will be used to cover the cost of clean up.

#### **Section 6. Clubhouse Booking**

Booking of the Clubhouse must be made with the booking agent. Times are available on a first come first served basis.

#### **Section 7. Responsibilities Risks and Liabilities**

The SPHM LTD. is not liable for any personal property damage or personal injury occurring during the rental time period.

**In the event of any discrepancies, SPHM Board of Directors have final interpretation over the Clubhouse Rules.**