

**OAKBROOK PROPERTY OWNERS'  
ASSOCIATION, INC.**

**C/O Alliance Realty and Management  
205 Waler Way Suite 5  
St. Augustine, FL 32086  
OFFICE: (904) 429-7624**

**CLUBHOUSE RULES AND RESERVATION  
GUIDELINES**

**JANUARY 1, 2016**

## CLUBHOUSE RULES & APPLICATION FORM

1. Only "Property Owners (Members)" may reserve and use the clubhouse. Property Owners/Members **must be present** at the function for which the clubhouse was reserved. No tenant may reserve the clubhouse.
2. No person shall enter any part of the Clubhouse wearing a wet bathing suit or with wet feet.
3. No one will be allowed in the Clubhouse without proper attire and shoes.
4. Property Owners cannot reserve the use of the pool/back patio area.
5. No parking of any kind on the clubhouse lawn or neighboring lawns.
6. All financial obligations due to the Association must be current in order for a Property Owner to reserve the clubhouse.
7. No event may be co-hosted or presented by a person who is not a Property Owner/Member. Organizations (non-profit or otherwise) are not permitted to use the clubhouse facilities.
8. Clubhouse may be reserved on Memorial Day, July 4<sup>th</sup>, or Labor Day if the community does not have a function at the clubhouse that day.
9. Should teenagers wish to use the clubhouse for a party or function, they must be sponsored by their parent(s) (Property Owner(s)) who shall be obligated for the full responsibility of the group. The parent(s) **must be present** at the function. Teenagers wishing to have guests must be present with their guests.
10. **NO PETS** are allowed in the Clubhouse.
11. Access key is distributed by Clubhouse Committee Chairperson no earlier than 4:00 PM the day prior to the reserved event.
12. A separate non-refundable check of \$125.00 per day of rental must be attached to each Clubhouse Application. All checks should be made payable to "Oakbrook Property Owners' Association" or "OPOA".
13. A separate refundable damage deposit check of \$300.00 must be attached to each Clubhouse Application which will remain in effect for cleanup, damages, and key deposit.
14. An additional \$100.00 deposit will be required if the fireplace will be used.

15. Property Owner is responsible for cleanup no later than 11:00 AM the day after the event which includes, but is not limited to, the following:

- turn down air conditioning or heat
- vacuum the carpet with Property Owner vacuum
- mop kitchen floor and hallway with warm clear water (bar floor may be cleaned with detergent)
- wipe down kitchen countertops, cabinets, range, sinks, and microwave
- wipe down everything in bar area, including tables and any other furniture used
- remove all trash (including bathrooms) and place in dumpster provided in parking lot area
- check for and remove any decorations placed inside or outside the Clubhouse
- DO NOT LEAVE TRASH IN CANS ON BACK PATIO AREA BEHIND CLUBHOUSE

16. The current Clubhouse Committee Chairperson is:

Barbara Castellano  
724 Charmwood Drive  
(904) 794-2402

**CLUBHOUSE USE RULES & APPLICATION**

**ONLY OAKBROOK HOMEOWNERS MAY RESERVE AND USE THE CLUBHOUSE  
AND MUST BE PRESENT FOR THE RESERVATION**

**NO PARKING ON FRONT LAWN AT CLUBHOUSE**

**FEES MUST BE CURRENT IN ORDER TO RESERVE THE CLUBHOUSE**  
**(INCLUDING ANY LATE CHARGES.)**

A separate non-refundable check of \$125.00 per day of rental will be attached with each clubhouse application.

A separate current refundable check of \$300.00 remains in effect for cleanup, damages, and key deposit.

IF YOU WANT TO USE THE FIREPLACE, YOU MUST PAY AN ADDITIONAL \$100.00 DEPOSIT

(This is for the remote to turn on the gas logs in the fireplace.)

Checks should be made payable to Oakbrook Property Owners' Association

All applications and deposits must be received two weeks prior to the date of clubhouse use,  
or your reservation will not be held for you.

**HOMEOWNERS MAY NOT RESERVE THE CLUBHOUSE FOR GROUPS OR ORGANIZATIONS  
OR FOR PRIVATE BUSINESS ENDEAVORS**

Homeowners cannot reserve or prevent the use of the pool/deck area.

The clubhouse can be reserved Memorial Day, July 4<sup>th</sup> or Labor Day if the community does not have a function.

Should teenagers want to use the clubhouse for a party, they must be sponsored by their parents who shall be obligated for full responsibility for the group and be present at the function. Teenagers wishing to have guests must be present with their guests.

Homeowner is responsible for cleanup after the event.

The clubhouse must be clean and ready for use by 11:00 a.m. the day after the event.

**CLEANUP INCLUDES:**

Turn down the air/heat.

Vacuum the carpet (must bring your own).

Mop kitchen floor and hallway with warm clear water. Bar floor may be cleaned with detergent.

Wipe down kitchen countertops, cabinets, range, sinks and microwave.

Wipe down everything in bar area, also tables and any other furniture used.

Remove all trash (including bathroom) and place in dumpster provided in the parking lot.

**DO NOT LEAVE TRASH IN CANS OUTSIDE BUILDING.**

**OUTSIDE BUILDING:** Also check for decorations and remove them.

The clubhouse will be inspected after use in order to help assure that the facility is maintained for all homeowners.

Please indicate your choice below.

I will personally arrange for cleanup \_\_\_\_\_

I will pay cleanup charges \_\_\_\_\_

I have read the above "Rules" and agree to abide by same.

Signature of applicant \_\_\_\_\_

Approval \_\_\_\_\_

Return application to Barbara Castellano 794-2402 or Current Clubhouse Chairperson

***APPLICATION FOR OAKBROOK CLUBHOUSE USE***

DATE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_

DATE OF FUNCTION \_\_\_\_\_

TIME BEGINNING \_\_\_\_\_ TIME ENDING \_\_\_\_\_

TOTAL # OF GUESTS: ADULTS \_\_\_\_\_ CHILDREN \_\_\_\_\_

**A COPY OF YOUR INVITATION MUST BE SUBMITTED WITH THIS APPLICATION**

Will any form of gaming activities be a part of this function? \_\_\_\_\_

Facilities or equipment to be utilized? \_\_\_\_\_

Are you paying for all expenses for this party? \_\_\_\_\_

If others share costs, please list names and addresses: \_\_\_\_\_

Names of chaperons: \_\_\_\_\_

**The clubhouse must be cleaned and key returned by 11:00 a.m. the following day.**

I have read the accompanying **CLUBHOUSE USE RULES** and agree to abide by same.

**SIGNING THIS APPLICATION MAKES YOU PERSONALLY RESPONSIBLE.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

APPROVED: \_\_\_\_\_

Oakbrook Property Owners' Association  
c/o Alliance Realty and Management  
205 Water Way Suite 5  
St. Augustine, Florida 32086

Return application to Barbara Castellano  
Ph: 794-2402  
724 Charmwood Drive

OR

Current Clubhouse Chairperson