

# OAKBROOK PROPERTY OWNER'S ASSOC., INC.

c/o Alliance Realty and Management  
205 Waler Way, Suite 5  
St. Augustine, FL 32086  
Tele: 904-429-7624  
Email: [CChapmanAlliance@gmail.com](mailto:CChapmanAlliance@gmail.com)

## CLUBHOUSE RULES AND RESERVATION GUIDELINES

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. All applications and deposits must be received two weeks prior to the date of the Reservation.
3. No person shall enter any part of the Clubhouse wearing a wet bathing suit or with wet feet.
4. No one will be allowed in the Clubhouse without proper attire and shoes.
5. Property Owners cannot reserve the use of the pool/back patio area.
6. No parking of any kind on the clubhouse lawn or neighboring lawns.
7. All financial obligations due to the Association must be current in order for a Property Owner to reserve the clubhouse.
8. Property Owner may not have any open Violations at time of Reservation.
9. No event may be co-hosted or presented by a person who is not a Property Owner/Member. Groups and Organizations (non-profit or otherwise) are not permitted to use the clubhouse facilities.
10. Clubhouse may be reserved on Memorial Day, July 4th, or Labor Day if the community does not have a function at the clubhouse that day.
11. 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.
12. NO PETS are allowed in the Clubhouse.
13. Access key is distributed by Clubhouse Committee Chairperson no earlier than 4 :00 PM the day prior to the reserved event.

14. 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".

15. 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,

16. 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  
Tele: 904-794-2402

Keys can be picked up from the Chairperson no earlier than 4:00 pm the day before the Event.  
Keys must be returned to the Chairperson no later than 11:00 am the day after the Event.

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CLUBHOUSE APPLICATION

Rent - \$125.00 per event / Deposit \$300.00 per event

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? \_\_\_\_\_

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 acknowledge receipt of and have read the accompanying CLUBHOUSE RULES and agree to abide by same.

SIGNING THIS APPLICATION MAKES YOU PERSONALLY RESPONSIBLE.

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

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

DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

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Make checks payable to Oakbrook Property Assoc., Inc. or OPOA, Inc.  
Send or deliver to: Alliance Realty and Management  
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