

# ***Firestone Farms Homeowners Association***

**125 St. Andrews Dr., Columbiana, Ohio 44408**

## **Clubhouse Rules and Regulations**

We hope you enjoy the use of the Firestone Farms Clubhouse. Please remember that as Residents this property is an extension of your own home and we ask you treat it as such.

### **§ WHO MAY REQUEST USE OF**

The Clubhouse may be reserved by the Unit Owner or Unit Lessee who is in good standing with the Firestone Farms Homeowner Association (“Association”) and current with all charges and fees. The Association reserves the right to deny the request of any person(s) who have demonstrated misuse of Clubhouse facilities and regulations. Any Unit Owner who has complied with the leasing requirements as outlined in the Declaration and leases his or her Unit shall be deemed to have assigned all such rights to the Unit Lessee.

### **§ HOW TO MAKE A REQUEST**

The Clubhouse may be reserved by the Unit Owner or on the website [firestonefarmshoa.com](http://firestonefarmshoa.com). All required forms can be downloaded from that site, signed and sent to:

Bob Pasko at CMG, P.O. Box 779, Wexford, PA 15090

along with the deposit and fees. All submissions must be received as described below.

1. The Clubhouse Rental Agreement must be filled in with two checks attached one in the amount of \$50.00 for the registration fee and one in the amount of \$200.00 for the security deposit; both checks should be made payable to the Firestone Farms Homeowners and submitted by the due date. Deposit checks must be provided by the Unit Owner, no other third party checks will be accepted.
2. For reservations confirmed more than 30 calendar days in advance of the rental date, the due date is 30 calendar days prior to the rental date. For a reservation confirmed 30 calendar days or less in advance of the rental date, the due date is 10 business days after the confirmation date and before the rental date.
3. If the Community Manager has not received your documents and checks and you have not cancelled your reservation by the applicable due date, your reservation will be cancelled, and you will be assessed the \$50.00 reservation fee.
4. If you need to cancel your reservation, please call the Community Manager by the applicable due date if you have not yet submitted the documents and fees or prior to the rental date. Upon cancellation of your reservation, the Community Manager will return any fees that you have submitted.
5. Rental usage consists of dining area only. The sitting room can be used as a sitting area for your party however furniture and décor is not to be moved.

Residents must still be able to utilize that area for entry and exit to the community center.

6. Provided there are not assessed damage charges, the security deposit will be returned or shredded. If any damage charges are assessed, a check less the amount of such charges will be returned to the Unit Owner.
7. The Clubhouse will be reserved on a first come first serve basis. Should there be a dispute regarding simultaneous reservations and an amicable solution between all parties cannot be found, the reservation will be determined by lottery.
8. Within 24 hours or prior to the next rental, whichever occurs first the Clubhouse shall be cleaned and returned to the original state prior to the event. The Resident must complete the Clubhouse Cleanup Checklist. The Property Manager will inspect, at their earliest convenience, the Clubhouse, all outdoor landscaped areas, for cleanliness. A clean-up fee will be assessed to the Owner if the post event inspection deems that additional clean-up or repairs are necessary.

#### § **FACTORS OF USE**

1. Use of the Clubhouse for private parties/events is at the sole risk of the Resident sponsoring the event.
2. No smoking, of any type, is permitted inside the Clubhouse at any time. Smoking can be permitted outside of the clubhouse no less than 15 feet from any of the Clubhouse entrances or at the pool. Cigarette butts must be extinguished and disposed of properly.
3. If the Clubhouse is to be used for a gathering of minors, under 21 years of age, the Resident must be present at all times and adequate adult supervision must be present.
4. No alcoholic beverages may be served to anyone under the age of 21.
5. The party/event must be confined to the Clubhouse. The Pool and Gym are not available for rent. No tents are permitted.
6. There are no utensils, china, or cookware, supplied in the kitchen. All needed supplies and materials must be brought into the Clubhouse and removed after the scheduled event.
7. All doors must be kept closed during all events in the Clubhouse. Fire doors are not to be opened at any time, except during an emergency.
8. Decorations are to be used within the Clubhouse only. Under no circumstances shall anything be affixed to the walls or ceilings of the building, with nails, screws, or adhesive. The use of non-marring tape is permitted, however if damage to the

walls occur, the Resident will be held responsible for the repair cost. When using the large dining room table please use a protective cover.

9. All noise and music must be confined to within the Clubhouse. The rights of other Residents and Owners, especially those living in close proximity to the Clubhouse, must be considered when holding an event. No tents permitted.
10. When the event **is** over, the Clubhouse shall be returned to the same condition as found and cleaned in accordance with the Clubhouse Checklist
11. No Pets or Animals allowed in the Clubhouse except for personal guide dogs.
12. The Unit Owner or Unit Licensee must be present for the entire rental period.
13. All trash must be placed in trash cans outside kitchen area at the Community Center.
14. **ANY DAMAGE TO THE CLUBHOUSE, SURROUNDING GROUNDS OR DECOR CAUSED BY THE UNIT OWNER OR ANY GUESTS OF THE UNIT OWNERS MUST IMMEDIATELY BE REPORTED TO CLUBHOUSE COMMITTEE CHAIRPERSON AND/OR PROPERTY MANAGER.**

§ **MAXIMUM OCCUPANCY**

Use of the Clubhouse is limited to a maximum of 84 people in the dining area and 50 people in the sitting area per the Columbiana Fire Department.

§ **PARKING**

Parking will be limited **to** available spaces at the Clubhouse area. No roadway parking will be allowed through the Fire Access Lane. It is the Owner's responsibility to supervise their guest's parking, assuring they are parked **in** the appropriate spaces.

§ **CLUBHOUSE AVAILABILITY**

Events scheduled must be over by 12:00am. No overnight use is permitted and no loud noise is permitted after midnight.

§ **IMPORTANT CONTACT INFORMATION**

Property Manager:

Firestone Farms Homeowners Association, Inc.  
c/o Community Management Group, Inc.

Mailing address:

P.O. Box 779

Wexford, PA 15090

Telephone: 724.625.8095

Email: [info@cmgpgh.com](mailto:info@cmgpgh.com)

Website: [www.cmghoa.com](http://www.cmghoa.com)