



**CLUBHOUSE RENTAL CREDIT FORM
TO REDUCE COST OF RENTAL FEE BY \$65
NO RENTAL IS FREE**

- \$65/year Credit towards Rental **may not** be split between multiple rentals.
- This Form will be filled out for every rental until revoked by Board in open Monthly Meeting. All Rules here apply to every rental until that time.

Which accounts qualify? (Brief Summary Here—See page 2 for Details on These Additional Rules to Rentals / Credit to Rentals)	
<p>Any account—Paid In Full (PIF)—Zero balance Must meet the following requirements in the previous 12 months:</p> <ul style="list-style-type: none"> • Even previously Delinquent Accounts if “Paid in Full”, all late fees, fines, legal fees, interest, and any other fees, including “added back in”*** fees and retroactively added fees must be paid. • May remove 1X / year late fee with written request is the only exception to late fees. • Account balance must be zero 	<p>Up-To-Date Monthly Payments Account Must meet the following requirements in the previous 12 months:</p> <ul style="list-style-type: none"> • No late, missed, reduced or delinquent payments • Must pay for a full, consecutive 12 months previous to rental month • Every month in previous 12 months the account balance must be at or less than the Assessment Account Monthly Balance Chart* balance • Any Fine, Violation Fine or retroactively added fees must be paid

Is Request for Owner ____ or Tenant ____ Tenant may utilize Credit: Yes ____ No ____	Common Area Privileges Form—Owner consent verified (Board): _____ On CAPF—If blanks are empty, initials erratic, errors or ink irregular—tenant may not use.		
Home Owner or Lessee Name (Printed):	Time Booked / Occupied:	Standard Fee:	Fee with \$65 Credit
	< 3 hours	\$ 40	\$ 5 minimum
Shoreline Oaks Address:	3-6 hours	\$ 75	\$ 10
	6-12 hours	\$ 125	\$ 60
Other Address:	> 12 hours	\$ 150	\$ 85
	Hours Booked _____	Standard Fee _____	New Credit Fee _____
Previously Used Credit This Calendar Year	Yes ____ No ____	Hours Occupied _____	Occupied Fee _____ Occupied Credit Fee _____
Date of Rental: ____/____/____	Date of Email/Text: ____/____/____	Is Email/Text ≥ 21Days: Yes ____ No ____	DQ based on date: Yes ____ No ____

Answer these questions below by Circling Answer to determine if qualified. (Read page 2 first for full details.)

Item	Term	Qualified	Pending	Dis-Qualified
1.	Has Credit to Reduce Rental been dis-qualified for this rental request because it has already been used this calendar year?	No	N/A	Yes
2.	Has Credit To Reduce Rental been dis-qualified due to Less than 21 days to rental?	No	N/A	Yes
3.	Was account PIF before or on January 15th of this calendar year?	Yes	No	N/A
4.	Was account PIF before or on January 15th of previous calendar year?	Yes	No	N/A
5.	Was Account PIF before or on January 15 th of this and last calendar year and, with no fees or fines of any kind, added to account this or last calendar year? If yes, no need to continue answering questions below, account qualifies for credit. If no, must answer all questions to the bottom to determine eligibility.	<u>Yes</u> you may stop here	<u>No</u> Keep going	N/A
6.	Is Account paid in full with zero balance, including all fees, fines, violations, etc.?	Yes	No	N/A
7.	Are there any months, in the last 12 months, before PIF that are missing the monthly payment or late fees (more than one)? (Compare to Chart *.)	No	Yes	N/A
8.	If #7 is yes, have late fees been added back to previous 12 months? (except 1/year)	N/A	Yes	No
9.	If #8 is yes, have late fees been paid in full?	Yes	N/A	No
10.	If paying monthly, all 12 previous, consecutive month balances = Chart* or less?	Yes	N/A	No
11.	Does Account have more than one late fee, now or in the last 12 months?	No	Yes	N/A
12.	Are there any unpaid fees, late fees, fines or violations of any kind?	No	N/A	Yes
13.	Are there any payments on the 16 th or later in the last 12 months that were not ahead of schedule on Chart*? (Unless late fees applied and paid.)	No	N/A	Yes

Qualified Yes ____ No ____ Initials _____ Print Name _____ <small>Board Member Reviewing Account</small>	<u>ANY ANSWER (Yes or No) in the Dis-Qualified Column means that this account is NOT qualified for a Rental Credit at this time.</u>
If an account is Dis-Qualified for any reason, the Owner may Pay-In-Full, including paying all late fees, fines, legal fees, interest, and any other fees, including “added back in”*** fees and retroactively added fees, then resubmit request for re-evaluation of account to qualify.	

* Assessment Account Monthly Balance Chart is in Buildium
 **Added Back In – During review of your account, if your account had any delinquent payments per the Chart*, but no late fees appear in your ledger, the late fees will be added back in and you must pay them before you qualify, regardless of the reason for the absence of the late fees, and regardless of whether or not a rental occurs. These will be called “added back in” fees or late fees. PIF = Paid In Full; UTD = Up To Date Board Approved 11/2024; Updated 12/2025
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Clubhouse Rental – Credit to Reduce Cost of Rental Fee – Up to \$65; No Rental is Free

More Details to Terms Here	Home Owner or Lessee Name (Printed):	Shoreline Oaks Address:
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- 1) Definition—Late Payment / Delinquent Account—paid 16th through the 31st if balance greater than Assessment Account Monthly Balance Chart*. It is possible to pay ahead of the Chart* and pay between the 16th–31st, this is not late.
- 2) Owner’s HOA Account Balance, also known as Assessment Account, must have a zero balance, or have had a balance in accordance with the Assessment Account Monthly Balance Chart* not being delinquent for 12 preceding, consecutive months to qualify for the \$65 credit to apply towards a Clubhouse Rental. One may pay all fees, including late fees, fines, violation charges, legal fees, interest, amounts awarded by a court of law, previous clubhouse rental, previously retained clubhouse deposit, added back in fees, and / or any other dollar amount listed to achieve a zero balance.
- 3) If account status is currently behind or past due, and the Owner cannot pay in full, the Owner may pay account balance to bring it to up to the Assessment Account Monthly Balance Chart* balance, so that balance is at or less than the amount required to not be considered delinquent and keep balance at or less than the chart* for 12 months, then account will qualify for Clubhouse Rental Credit.
- 4) Request for Credit towards Clubhouse Rental Fee requires three weeks (21 days) notice, minimum.
- 5) **There will NEVER be a reduction to cost of Deposit. Rental Cost and Financial Responsibility for damages or unclean property after rental are still the responsibility of the Owner or Clubhouse Renter.**
- 6) No Refund—This Credit does not qualify for any refund towards the ledger / Assessment Dues Account. This Credit does not qualify for a cash or monetary refund if this credit is not used. This credit does not apply to any other financial item within the Association or an Owner’s Assessment Account. It only applies to reduction of Clubhouse Rental Cost.
- 7) No Transfer; Credit may not be transferred to another owner.
- 8) No Substitution; Credit may not be used to pay towards any other financial charge in the owner’s assessment account.
- 9) No Accrual; Credit does not accumulate beyond a calendar year, valid January 1 – December 31 each calendar year.
- 10) No Credit Applied; Credit does not get added to Assessment Ledger. It is only tallied upon request for clubhouse rental to determine payment due for clubhouse rental. The only time this dollar amount will ever be logged is to see a reduced cost of clubhouse rental on this form for a qualified account. The Owner’s Ledger will only show the New Reduced Rental Fee.
- 11) No Retroactive Application; Credit may not be used towards a Clubhouse Rental from a previous event.
- 12) Deposit Must Be Paid as normal, in advance of Credit Calculation.
- 13) If Clubhouse Renter is a “no-show” for rental, all fees still apply as if rental did occur, and credit is used as if rental did occur, unless Notice of Cancellation was given electronically and acknowledged electronically.
- 14) If Clubhouse Rental Deposit is retained for any reason; the Clubhouse Rental Credit becomes Null and Void. The Rental Fee will be recalculated. The Clubhouse Renter then owes the full standard cost of the rental based on occupancy time, cleanliness of clubhouse and / or damages to clubhouse.
- 15) If any fees, including a recalculated Clubhouse Rental payment is not paid in Assessment Account then late fees will incur with the same terms as Late Fees for the Assessment Dues Account.
- 16) This Clubhouse Rental Credit may be used once per Calendar Year for qualifying accounts.
- 17) Any Clubhouse Rental—Regardless of time frame booked has a minimum charge of \$5 for a Rental (see chart).
- 18) Being on a Signed Payment Plan, on its own, with no late payments DOES NOT MEET QUALIFICATIONS FOR Credit to Reduce Cost of Rental Fee. Account Balance must be in accordance with Assessment Account Monthly Balance Chart* Balance or less.
- 19) When calculating 12 months of payments for an Up-to-Date Monthly Account, the Board will use the export function in the Owner’s Buildium Ledger and select the “Last 12 Months” to pdf option. The calculation export day is at the convenience of the Board Member filling in the paperwork. It will be sometime between the email notification and the party date.
- 20) If a late payment occurs after this form is completed but before the clubhouse rental occurs and price has been reduced, this form becomes invalid and the price must be recalculated as a normal rental. It no longer qualifies for reduced rate. Clubhouse Renter decides if canceling the clubhouse rental or if they are still renting at the standard, non-reduced rate.
- 21) May not book a new Clubhouse Rental if any portion of a payment for a previous Clubhouse Rental remains unpaid, regardless of the kind or status of the previous Clubhouse Rental, including excess guests without signed rental violation.
- 22) Property Management is not responsible for the tally of this credit, only Board Members.
- 23) Clubhouse Renter must send electronic communication to Board when turning in application. Turning in a paper copy in the Clubhouse drop-slot without electronic communication is not complete. The drop-slot is not monitored on a schedule.
- 24) No impact on Property Management Accounting except that the payment received will be a different amount than as calculated on the standard Rental Agreement Form, Board will send communication to accounting detailing correct charge.
- 25) Board will Print applicant’s Assessment Dues Statement for the previous 12 months and attach to this Form.
- 26) This Credit to Reduce Cost for Clubhouse Rental Form will be filled out for every rental until this form/policy revoked by the Board in open Monthly Board Meeting. All Rules here apply to every rental until the time that the form or policy is revoked. These Rules are an Addendum to the Clubhouse Rental Agreement and not a replacement.
- 27) This Policy Trial begins January 1, 2025; HOA Board of Directors may revoke at any time in open monthly board meeting.

* Assessment Account Monthly Balance Chart is in Buildium

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