



Clubhouse Rental – How To

The Clubhouse is currently available for rent to Shoreline Oaks Homeowners (and their Shoreline Oaks tenants with their written permission) with accounts in good standing. The reservations are confirmed on a first come, first served basis with signed Rental Agreement and Paid Deposit. Please note that Clubhouse Rental includes access, but NOT Private Access to the pool area. All qualified community members with an active Pool Fob have a right to access the pool at any time at their own discretion, when the pool is open. Please check Pool Rules for Seasonal Opening and Closure Dates.

Prices (NO CASH):	\$50.00 **Deposit
\$40.00 rental fee = up to 3 hours**	\$75.00 rental fee = 3 - 6 hours**
\$125.00 rental fee = 6 - 12 hours**	\$150.00 rental fee = More than 12 hours**
**Rental Fee must be paid in full three days before your scheduled rental date.	**Deposit must be paid to reserve the time slot in your name and add to the calendar.
<p>**Clubhouse Rental Fees are not applied to your Buildium Resident Account until the Week of your scheduled rental. If the clubhouse is occupied more than 15 minutes before or after the requested time, the Rental Fee will be changed accordingly. The corrected charge will be applied to Owner's Account. There is no penalty for exceeding your time, simply a correction of charges applied to your account. However, if there is overflow into another rental event, a \$150.00 fee applies. There may be more than one booking on a day. See the Clubhouse Rental Agreement Form for details. You will be notified when the code for the key-box is sent and a note will be attached to the party room key if there are changes in the rental bookings/another booking on the same day. The Board Member creating the bookings must allow a minimum of one hour in between bookings. This is to allow for post-rental cleaning inspection. The clubhouse must be cleaned according to the check list before the booking time ends and is vacated or the deposit is forfeit.</p>	

The Pool CANNOT be rented independently from the Clubhouse. A rental is for the clubhouse with access to the pool. If you intend to have a pool party, you will need to rent the clubhouse. You may only bring a maximum of three (3) guests, unless you rent the clubhouse. This maintains a commitment to each owner of **only one party at a time.**

CAUTION: More than three (3) guests will garner an all-day (6-12 hour) clubhouse rental fee on your account, regardless of time access.

- NO CASH IS ACCEPTED FOR DEPOSITS OR RENTAL FEES.
- Deposit Payment: Personal Checks, Bank Checks, and Money Orders are accepted for the Deposit. So that it may be easily returned to you if everything is left clean and undamaged, do not fill in the "Pay To The Order Of" line or you will not be able to spend it elsewhere once it has been returned to you. If you wish for it to be applied to your Assessment Dues balance after the rental, leave the memo blank. Do not write Deposit in the Memo.
- Rental Time Payment: Personal Checks, Bank Checks, Money Orders, and Online-Electronic Payments via Buildium are accepted for the Rental Time portion of the transaction.
- Deposit disposition will be determined upon key return and clubhouse inspection for cleanliness and damages. The clubhouse must be cleaned before the booking time ends and is vacated or the deposit is forfeit.
- Deposits that qualify for return will be applied to your overdue balance if you are behind on Assessment dues according to your balance comparison with "Assessment Account Monthly Balance Chart" available in Buildium.

How to check for date availability: *You DO NOT NEED TO EMAIL.*

CALENDAR – There is a Calendar in Buildium in the CALENDAR tab. We are adding to it and updating that Calendar within two to three days after bookings occur. Please refer to the Calendar for a general idea of availability, however, availability is not guaranteed if the calendar day is empty. Please move forward with step one, below. Someone will be in contact with you should your desired date have a conflict.

***If your desired rental date is set to occur in less than 10 days, it's recommended that you call Property Management Agent Julie Cazalas at 361-994-2966 to determine availability on short-notice, then, proceed to HOW TO RESERVE.

How to reserve the Clubhouse for an event:

1. **FILL OUT and SIGN** the Clubhouse Rental Agreement form indicating your event date and time. The Rental Agreement is available to owners and is located in Buildium for PRINT under the HOA CLUBHOUSE RENTAL tab after signing in to your account.
2. **DROP OFF** the completed and signed Clubhouse Rental Agreement form along with the \$50 Deposit, to the Office drop slot or to Julie with Pacesetter. (This will reserve your date if the date is not previously booked).

3. **CONTACT US** / Let us know that you have completed step 2 above. The next time a volunteer Board Member goes to the office, they will look for your documents. You may EMAIL (shorelineoakshoa@yahoo.com) the email must be a recognized email listed in your Buildium account. You may use the “+” (Task) icon in the Buildium smart phone App. Or, you may submit a REQUEST in Buildium online after signing in to your account.

4. **STAND BY**, A board member or Property Manager will get back to you about the date availability within 14 days via the email on the Clubhouse Rental Agreement –AND, IF DIFFERENT—the email address in the Buildium Assessment Account, which comes from: donotreply@managebuilding.com

Please remember that The Clubhouse is rented “**first come, first served**”. The further out you are reserving your date WITH your signed form & deposit, the more likely that date and time is available. If by chance two people have requested the same date and/or have an overlap on the time spans, the person who turned in their form and \$50 check deposit first is given the first pick of times slots.

If by chance your requested date ends up not being available, a board member will inquire with you as to a secondary/alternative date which you might want to apply your \$50 deposit, for rental of the facility. If you do NOT have alternative date in mind for your event and prefer to seek another venue, your deposit check will be returned via route chosen on Rental Agreement or applied to your dues if behind (see the Assessment Account Monthly Balance Chart) and the process concludes.

Rental Day – Communication with Board Member: Sign in to your Buildium Account in your smart phone. “Allow” Messaging Communication. A Message will be sent to you after you turn in your Rental Booking and Deposit to verify connectivity. Otherwise, you may use email.

Rental Day Communication and Building Access

1. **Buildium Text Communication:** If you have enabled Buildium Text Communication you will be notified via text communication to ensure Rental Day communication. This is not standard text, until you receive that first text. You must sign in to your account in the Buildium App to send the text or it will not go through. Once you receive the text message, that phone number has been assigned to you from Buildium (so that Buildium knows who is texting). Add it to your contacts. You may use it from your contacts from then on.

There is no longer an HOA phone. It was discontinued once the relationship began with Pacesetter Steel Property Management. If you need to talk to a person, please call Julie.

2. Accessing the Clubhouse on Rental Day: There are Key Lockboxes on the door-jam next to the Office. A Party Room Key will be inserted into one of them and programmed with a code for you. The code will be sent to you via the method you choose in the Rental Agreement (email or Buildium Text) approximately fifteen to twenty minutes prior to the rental time you specified in your agreement. If you need longer to set up before your party such as an earlier entry, no problem, you may change your Rental Time with a new agreement or simply email or Buildium Text, if there is no conflict with another rental. Please remember that your fee may change and you should plan accordingly.

3. If there is another booking on the same day as your booking: Here is a Sample ↓

We will attach a brightly colored CAUTION tag to the party room key. If the ◇◇◇ CAUTION ◇◇◇ message is attached to the key and in the electronic message with the key-box code, it is notice of another rental on the same day as your rental. It has the other rental times listed. There will be at least one hour between bookings. You must vacate the premises within 15 minutes after your booking time ends. If you or your guests are still in clubhouse, pool, or yard 15 minutes before the other rental begins, a \$150.00 fee will be added to your booking.

◇ ◇ ◇ ◇ CAUTION ◇ ◇ ◇ ◇
YOUR BOOKING ____ to ____
OTHER BOOKING ____ to ____
If you or your guests are still in clubhouse, pool, or yard
15 minutes before the other rental begins, a \$150.00
fee will be added to your booking.
YOUR 15 MINUTE VACATE DEADLINE IS: _____
TIME CORRECTION CHARGES STILL APPLY.

BY ENTERING FOR YOUR RENTAL, YOU ACCEPT THESE TERMS.

4. When to Pay the Clubhouse Rental Fee: Fees are due to be paid in full three days prior to your rental day. Please email or Buildium message to notify that the payment has been made. **The clubhouse key will not be added to a lockbox unless the rental is paid in full.** We no longer go to the clubhouse, wait for you to arrive to hand over the rental payment, then unlock the door for you. Now, you pay three days in advance, the key is in a lockbox and we send you the code.

We hope you have a fantastic day!

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Shoreline Oaks Master Association, Inc.
2150 Sky Crest Drive | Corpus Christi, TX 78418
shorelineoakshoa@yahoo.com

Please add this email to your Contacts List
so emails don't go to spam:
donotreply@managebuilding.com