

**Lake Berkley Masters Homeowners Association**  
**6925 Lake Ellenor Drive**  
**Suite 115**  
**Orlando, Florida 32809**  
**[srkresidentialcommunities.com](http://srkresidentialcommunities.com)**

**USE OF CLUBHOUSE RULES, REGULATIONS AND APPLICATION**

Pursuant to authority found in Article IX, Section 1 of the Articles and Bylaws of the association, the following Clubhouse Rules and Regulations have been adopted and will be administered by the Lake Berkley Resort Master Association Board of Directors. The Rules and Regulations may be changed at any time by the Board. It is the intent of the Board to limit the Clubhouse Rules so that every Resident that is in good standing with obtain maximum use and enjoyment of the clubhouse. Although these Rules and Regulations may place some restriction on Lawful Resident activities, they are intended to respect the right of the membership as a whole.

**MEETINGS**

Meetings of any kind are NOT ALLOWED under any circumstances for any reason for any organized groups, clubs, religious, political, profit, nonprofit or any other type of organization. The Lake Berkley Homeowners Associations will be allowed to continue using the clubhouse for Association meetings with no limit on the number of owners in attendance. No private parties or commercial use events are allowed.

**BOARD APPROVED PLANNED EVENT ACTIVITIES**

Only Property Owners (Members) in good standing (dues are current) or Renters may reserve and use the clubhouse for planned events such as Birthday Party, Baby Shower, Family Event, Graduation Party or a similar event. Renters must have the permission of the owners and the owner must certify that they will be held responsible for any damages.

**HOURS OF OPERATION**

The clubhouse shall be open on the days and during the hours posted at the clubhouse and are subject to change as established from time to time. Days and hours of operation may vary by season of the year and other circumstances.

**LIABILITY RELEASE STATEMENT**

I hereby release the Lake Berkley Masters Homeowner Association of any and all Liability for injuries and damages incurred by myself, family, guests, and invitees during the period of my reservation while on the Lake Berkley Masters Association property, and further agree to be financially responsible for any and all damages caused by myself, family, guests, and all parties using the facility and any related facilities during the period of my reservation.

Name \_\_\_\_\_

Date \_\_\_\_\_

## **LAKE BERKLEY RESORT MASTER ASSOCIATION GENERAL OPERATING AGREEMENT**

1. Property Owner or Renter must apply and get prior approval at least 30 DAYS before event.
2. A clubhouse use fee of \$100 will be charged in addition to a damage deposit of \$200 which must be received with the application. Deposit will be refunded after inspection of facility and confirmation of no damage. If there is any damage the Property Owner will be held responsible and the \$200 will be used for repairs. If there is money left it will be returned to the owner. If more money is needed the Property Owner will be billed for the additional amount. Approval of all events is subject to the discretion of the Board of Directors.
3. The Lake Berkley Masters Association reserves the right to stop or cancel any event without refund if any of the Rules and Regulations are violated during the activity.
4. NO ALCOHOL ALLOWED ON THE PREMISES
5. NO PETS
6. No entertainers allowed
7. No Loud Music (Any owner complaints will cause the music to be lowered or shut down)
8. Maximum number of people allowed is 25 for reserved social activities
9. Time limit of FOUR HOURS from beginning to the end
10. The clubhouse must be cleaned after use, all garbage removed and placed in dumpster
11. All guests coming from outside the property must register at the gate as a visitor and display the visitor tag on the rear view mirror while on the property.
12. Board approved planned events must end before 8 PM
13. Approval does not allow for the party to be carried into the Pool Area
14. Clubhouse must not be blocked from other owners who may want to use the facility. The reserved event will in a designated section of the facility that will be marked.
15. The Lake Berkley Masters Association reserves the right to cancel an event or function due to unforeseen circumstances with a full refund before the scheduled activity occurs. All attempts will be made to notify the renter as quickly as possible.
16. Visitors vehicles must park in appropriate parking spaces, not in homeowner's spaces. Violators will be asked to remove your car to the outside parking area.

17. If any children under the age of 18 who will be attending the event they must be supervised by an adult at all times.
18. Provide a list of all people attending to the Management Company Manager on the application. Management company will provide the list to the guards.

### **CODE OF CONDUCT**

1. Property Owner or guests may not discipline, correct, or abuse any Management, Staff, Residents, Guests, Directors or Officers or any other representatives of the Association verbally or otherwise. If this becomes a problem violator will be removed from event.
2. Property Owners are responsible for the conduct of their guests
3. Everyone in attendance must obey all rules and regulations
4. All Property Owners and guests at the event are expected to conduct themselves to not infringe upon the rights and privileges of other residents and guests.
5. Property Owners and their guests shall dress appropriate to the activities enjoyed at the clubhouse. Shoes or sandals and tops are required.

### **USE OF CLUBHOUSE AGREEMENT**

**I UNDERSTAND THAT THIS AGREEMENT PROVIDES FOR THE USE OF THE CLUBHOUSE UNDER THE RULES AND REGULATIONS AS DESCRIBED IN THIS DOCUMENT. I ALSO UNDERSTAND THAT BY SIGNING THIS AGREEMENT I AGREE TO ALL THE TERMS OF THE USE OF THE CLUBHOUSE AND I WILL ABIDE BY THE SAME RULES. I WILL ALSO BE RESPONSIBLE FOR ANY DAMAGES OR VIOLATIONS OF THIS AGREEMENT.**

**OWNERS NAME \_\_\_\_\_ DATE \_\_\_\_\_**

**PRINT NAME \_\_\_\_\_ LAKE BERKLEY ADDRESS \_\_\_\_\_**

**ASSOC. REPRESENTATIVE NAME \_\_\_\_\_**

**PRINT ASSOC. REPRESENTATIVE NAME \_\_\_\_\_ DATE \_\_\_\_\_**

**RESERVATION FORM FOR LAKE BERKLEY MASTERS ASSOCIATION  
CLUBHOUSE**

**Submit to: SRK Management  
6925 Lake Ellenor Drive  
Suite 115  
Orlando, Florida 32809  
srkresidentialcommunities.com**

**NAME** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

**LAKE BERKLEY ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**DATE OF EVENT** \_\_\_\_\_

**START TIME** \_\_\_\_\_ **FINISH TIME** \_\_\_\_\_

**WHAT TYPE OF EVENT (FOUR HOUR LIMIT )** \_\_\_\_\_

**NUMBER OF PEOPLE (25 LIMIT)** \_\_\_\_\_

**DATE OF APPROVAL:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

**LAKE BERKLEY RESORTS**

**OWNERS CERTIFICATION FOR A RENTERS REQUEST TO RESERVE THE CLUBHOUSE**

**NAME** \_\_\_\_\_

**LAKE BERKLEY ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

**I** \_\_\_\_\_, **THE OWNER OF THE ABOVE ADDRESS DO HEREBY GIVE**

**PERMISSION FOR** \_\_\_\_\_ **TO RESERVE THE CLUBHOUSE ON**

**(DATE)** \_\_\_\_\_ **AND I AGREE THAT I AM AWARE OF ALL THE**

**RULES AND REGULATIONS AND THAT I AGREE TO BE HELD RESPONSIBLE ANY DAMAGES.**

**PRINT NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**LIST OF ATTENDEES TO THE EVENT**

**NAME OF OWNER OR RENTER** \_\_\_\_\_, **LB address** \_\_\_\_\_

**PURPOSE OF RESERVED EVENT** \_\_\_\_\_ **DATE OF EVENT** \_\_\_\_\_

**NAMES OF PEOPLE ATTENDING:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
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