

IMPORTANT

**Executive Real Estate Management (EREM)
3313 Memorial Parkway SE, Suite 127
Huntsville, AL 35801**

To reserve the clubhouse please contact EREM directly

Phone: (256) 880-1000

Email: manager@ereminc.com

- ***No Security Deposit required for Homeowner***
- ***Lease-tenant Authorization Letter and \$250 Security Deposit are required for all Lease-tenant residents***
- **A fine of \$25.00 will be assessed for failure to comply with any of the reservation guidelines and clubhouse POP.**

Clubhouse Facility Lead Contact:

Gilles Beaumont

1006 Crescent Falls

Email: gxbeaumont@gmail.com

Cell: (251) 605-9432

Note: It is strongly recommended that you try your Access Cards prior to the Start Time of your event to ensure your cards work properly.

If you experience any major problems with the clubhouse during your event, please contact the Clubhouse Facility Lead listed above.

Clubhouse Reservation Notice of Fine

This notice is for all Homeowners and Lease-tenants that reserve the clubhouse for a personal event.

There will be a twenty-five dollar (**\$25.00**) fine added to your HOA account for any violation of the clubhouse published reservation policy and guidelines. Second reservation violation may result in the loss of clubhouse reservation privileges.

Please familiarize yourself with the clubhouse reservation policy and guidelines, which are part of the reservation form, especially the departure items such as cleaning, exiting thermostat setting, alarm system re-arming, and securing the front door. Refer to specific enclosures found within the clubhouse reservation form for detail information.

If for any reasons you have unforeseen issues during the use of the clubhouse, please contact the Facility Area Lead Gilles Beaumont at (251) 605-9432.

Enclosure 1

OVERLAND COVE CLUBHOUSE RESERVATION FORM

(Does Not Include Use Of The Pool & Pool Deck and Homeowner/tenant must be present at all time)

Name (Print): _____

OC Property address: _____ Phone: _____

[] Homeowner [] Lease-tenant Email _____

Single Event Reservation Date(s): _____

Access Time: _____ Exit Time: _____

Provide details of the event and expected number of attendees (35 Maximum):

Recurring Weekly or Monthly Events Reservation (Homeowner Only)

1st 2nd 3rd 4th Mon Tue Wed Thu Fri Weekly Monthly

Event Period: Start Date: _____ End Date: _____

Event Access Time: _____ Exit Time: _____

Duration of Reservation is limited to 12 months and must be renewed.

Note: All renewal of recurring events will be evaluated by OC-Board

[] Homeowner Agreement:

- I agree that I am responsible for any and all damages/loss that may occur to the Clubhouse property during the time of my scheduled event, as well as and post-event cleaning. **Initials** _____
- I understand that my HOA account I will be charged the costs of maintenance and / or repairs in the event of lack of cleaning, damages or loss of clubhouse property, or any violation of the Clubhouse Policy, Rules and Guidelines. **Initials** _____

Homeowner's Signature: _____ Date: _____

[] Lease-tenant Agreement: (\$250 Security Deposit & Lease-tenant Authorization Letter Required)

- I agree that I am responsible for any and all damages/loss that may occur to the Clubhouse property during the time of my event, , as well as and post-event cleaning. **Initials** _____
- I understand that I will forfeit part or all my \$250 security deposit in the event of lack of cleaning, damage, loss, or any violation of the Clubhouse Policy, Rules and Guidelines. **Initials** _____
- I further understand that any remaining HOA costs above my \$250 deposit for any loss or expense, will be my responsibility. **Initials** _____

Tenant's Signature: _____ Date: _____

(Tenants must have a properly filled and signed **Enclosure 9** on file with EREM)

Received by the Management Company: Name (Print): _____

Signature: _____ Date: _____

Distribution (at sign-up): One copy Management Company, copy to Terry Baughman & one copy to user

Enclosure 2

OVERLAND COVE CLUBHOUSE PRE & POST EVENT INSPECTION CHECKLIST

This checklist will help assure the next person finds the facility as enjoyable as you and help to ensure your deposit fee (if required) is returned in full. Please ensure the following actions are completed by checking each box.

BEFORE USE:

- Review and ensure the Real Property Inventory List is confirmed and all items are in serviceable condition
- Review and ensure the Clean-Up Checklist items are properly completed.
- Immediate report any discrepancies to the Management Company or the HOA Functional Area Lead. [Take pictures if necessary]
- Review the Clubhouse parking rules in the POP. [Paragraph 3.1.]
- Review Front Door Access and Security System procedures found in Enclosure 5 & 6.

AFTER USE:

- Ensure the Clean-Up Checklist items are properly completed
- Return Clubhouse furniture and accessories to their original position
- Make sure back door is close and locked, including the deadbolts
- Adjust heat down to 65° and/or A/C up to 75° by following instructions in **Enclosure (8)**
- Make sure ALL water faucets are turned off
- Leave Lamps **ON** (they are on timers)
- Turn off front porch lights
- RESET Security System following instructions listed in **Enclosure (6)**
- Lock Clubhouse FRONT DOOR according to instructions in **Enclosure (5)**
- Return this form** to Functional Area Lead at 1006 Cresnet Falls or email legible copies or picture to gxbeaumont@gmail.com within 24 hours following the scheduled event.
- Acknowledge that all above items listed have been completed and the POP was followed.

Name: (Print) _____

Sign: _____

Date: _____

Distribution (at sign-up): One copy Management Company & one copy User

Enclosure 3

**OVERLAND COVE CLUBHOUSE
PRE & POST EVENT REAL PROPERTY INVENTORY SHEET**

	Pre-Event	Post-Event	Remarks	F-Lead
High Top Dining Table (2)	[]	[]	_____	[]
High Top Chairs (12)	[]	[]	_____	[]
Round Dining Table (1)	[]	[]	_____	[]
Dining Room Chairs (6)	[]	[]	_____	[]
Foyer Table (1)	[]	[]	_____	[]
Folding Chairs (10)	[]	[]	_____	[]
Folding Tables (6)	[]	[]	_____	[]
Bar Stool (4)	[]	[]	_____	[]
Oval Rod-Iron Coffee Table (1)	[]	[]	_____	[]
Sofa (1)	[]	[]	_____	[]
Loveseat (1)	[]	[]	_____	[]
End Tables (2)	[]	[]	_____	[]
Lamps (2)	[]	[]	_____	[]
Clock (1)	[]	[]	_____	[]
Television Set (1)	[]	[]	_____	[]
Trash Can (2)	[]	[]	_____	[]
GE Refrigerator (1)	[]	[]	_____	[]
Sharp Microwave (1)	[]	[]	_____	[]
Small Plants (3)	[]	[]	_____	[]
Coffee Maker	[]	[]	_____	[]
Small Table Lady's Room (1)	[]	[]	_____	[]
Vacuum Cleaner (2)	[]	[]	_____	[]

[] Acknowledge that all above items are on-hand and in serviceable condition. Return this Form to Functional Area Lead at 1006 Crescent Falls or by email within 24 hours following the scheduled event.

Name: (Print) _____

Sign: _____ Date: _____

[] Release Deposit check [] Hold deposit check until further notice from Facility Lead

Facility Lead Signature _____ Date: _____

Distribution (at end of event): One copy to Facility Lead & one copy to User

Enclosure 4

OVERLAND COVE CLUBHOUSE CLEAN-UP/DEPARTURE STANDARDS

1. Clean-up Standards

- a. Remove ALL food and beverages from refrigerator, freezer, microwave oven.
- b. Clean/wipe down appliances and countertops used in the kitchen.
- c. Wipe off tables.
- d. Remove all decorations and accessories brought in for use.
- e. Sweep floors and clean-up spills.
- f. Remove your trash bag(s) from the premises.
- g. Please check the restrooms to ensure they are clean.

2. Departure Standards

- a. Turn off all light switches.
- b. Turn off all water faucets.
- c. Lock back door, rearm security system per instructions in **Enclosure Five (6)** and lock front door using your access card as explained in **Enclosure Six (6)**.
- d. Ensure all vehicles are removed from the designated parking areas.
- e. Ensure **Enclosure 2 & 3** are properly completed and returned to the Functional Area Lead at 1006 Crescent Falls within 2 days following your event.
 - i) Pre & Post Event Inspection Checklist (**Enclosure 2**)
 - ii) Real Property Inventory Sheet (**Enclosure 3**)
 - iii) Report any maintenance issues to Clubhouse Facility Lead

Failure to comply with any of the above policy and guidelines will result in a \$25.00 fine assessed to your HOA account.

Name: (Print) _____

Sign: _____

Date: _____

Distribution (at sign-up): One copy to User

Revised: 07/16/2022
Effective: 07/16/2022

Enclosure 5

CLUBHOUSE FRONT DOOR ACCESS PROCEDURES

During your approved Clubhouse reservation time period, the Overland Cove Management Company will modify your current Pool and Fitness Center access card to allow entry and exit to the front door of the Clubhouse. When your Clubhouse rental period expires, your access card will revert to its original settings.

Please follow the procedures below:

1. Entry to the using Clubhouse front door:
 - a. Swipe your access card over the card reader located to the right side of the door, turn the door handle and pull the door open.
 - b. Go immediately to the alarm security system keypad on the right-side wall, between the bathrooms and disarm the security system by entering the special code (provided by the Management Company) and pressing the keypad #1 button.

Note: The front door will remain unlocked until you complete the exit procedures listed below.

2. Exit the Clubhouse using the front door:
 - a. Ask everyone to depart the Clubhouse, so only you remain. Ensure the door to the Pool and the hallway door between bathrooms are locked and the front door is completely shut. Go to the security system keypad, remain still until the green light comes on at the bottom of the keypad, then entry the special code and press the keypad #2. The alarm will start beeping. You have one minute to exit the Clubhouse through the front door.
 - b. Ensure the Clubhouse front door is completely shut and then swipe your access card over the card reader. You will hear an audible "click" indicating the locking mechanism is activated. **Please check the Clubhouse front door to ensure it is properly locked before leaving the premises.**
3. Use of the Clubhouse back door:
 - a. The Clubhouse back door is locked and unlocked by using the installed dead bolt and door handle.
 - b. The back door is wired into the security system.
 - c. The back door should only be used for a way out in case of an emergency.
4. Encountering problems with locking doors or arming/disarming the security system, call:
 - a. Management Company during office hours only: M-F 9 AM to 5 PM @ (256) 880-1000
 - b. Gilles Beaumont: (251) 605-9432 or (251) 689-2551

ATTENTION: Be sure to familiarize yourself with the front door **Emergency Door Release Pull Station (Blue Box on left side of front door as you exit)** procedure in case of power failure. The Clubhouse back door can be open at any time like any regular door.

Name: (Print) _____

Sign: _____

Date: _____

Distribution (at sign-up): One copy Management Company & one copy User

Revised: 07/16/2022
Effective: 07/16/2022

Security System Procedures

Please perform the following procedures carefully:

1. To disarm the alarm system; Enter the provided alarm Code _____ plus the number 1. The light on the panel will turn **GREEN**
2. To arm the alarm system; Stand still in front of the alarm panel until the light on the keypad display turns **GREEN** than enter the provided code _____ - _____ plus the number 2. The light on the system will turn **RED**. You have one minute to exit the building.

Your codes will be provided by EREM a few days prior to your event

ATTENTION: If you accidentally cause a false alarm, repeat step one (1) immediately to disarm the system. This will turn the siren off. Then repeat step two (2) carefully. If you experience a problem arming the alarm system, leave it disarmed making sure to immediately contact the Gilles Beaumont) at 251-605-9432. You can leave a voice or text message if no one answer your call.

NOTE: Since you only have one (1) minute to exit the building once the system is armed, we greatly suggest that before arming the system you make sure the back door and the hallway door next to the alarm panel are properly closed and locked. Turn the inside and outside lights and ceiling fans off. If you need light to engage the system, the left switch next to the alarm panel control the ceiling lights. Once the system is armed exit immediately and lock the front door by swiping your access card over the control box.

Name: (Print) _____

Sign: _____

Date: _____

Distribution (at sign-up): One copy to Management Company & one copy to User

Enclosure 7

Emergency Door Release Pull Stations

The Pool area, Fitness Center and bathroom hall are equipped with Emergency Door release pull stations. This is a Blue Box mounted on the wall like a “Red” Fire Alarm Box.

They are located;

1. Next to the exit door in the Fitness Center
2. On the outside West wall of the Clubhouse next to the pool pump room door.
3. In the hallway of the Pool and Fitness Center bathrooms.

The following sign is posted above each Emergency Door release pull stations



Emergency Door Release Pull Station (For Emergency Use ONLY)

In case of a loss of power pull on the Emergency Door Release Handle to unlock all pool and fitness center electronic doors and exit the facility.

Thank you!
OC HOA Board

**Please only use the
Emergency Door Release Pull Stations
in an emergency situation.**

Enclosure 8

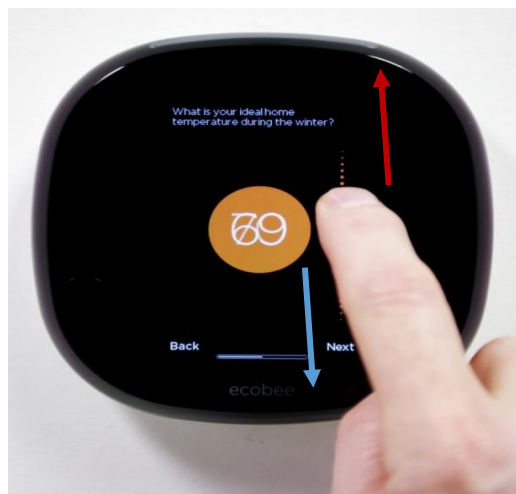
Setting Clubhouse Ecobee Thermostat

The digital Ecobee thermostat settings are changed by gliding your finger up or down on the Ecobee thermostat display panel. Please follow these simple steps below to increase or decrease the thermostat room temperature level.



To set the desired room temperature; 1. Touch the screen with your finger 2. Drag your finger up to increase temperature or down to decrease temperature to the level you prefer 3. You may need to repeat the action several times to reach your desired level. The small circle indicates the Set Room Temperature and the large circle indicated the Current Room Temperature.

To watch a short video on setting thermostat [\[Click Here\]](#)



Enclosure 9

**Lease-tenant Authorization Letter
Overland Cove HOA
Overland Cove HOA**

Date: _____

Homeowner Name (print): _____

Current residence Address: _____

Overland Cove Property address: _____

Phone #: (_____) _____ - _____

Email: _____

I _____ hereby certify that I am the Homeowner of the residence located at _____, Huntsville, Alabama 35806.

I therefore grant permission to my Lease-tenant(s):

Name (print) _____ Phone # (____) _____ - _____

Name (print) _____ Phone # (____) _____ - _____

Email: _____

To use the Pool and Fitness Center, and further grant him/her permission to reserve the Clubhouse's meeting room facility as specified in the OC Clubhouse POP, all in accordance with Overland Cove's Covenants, Rules, Regulations and By-Laws.

I further acknowledge that I have made my lease-tenant(s) aware of the OC Clubhouse POP, Overland Cove's Covenants, By-Laws, Rules and Regulations. Additionally, I acknowledge that by granting this permission, I will become financially responsible for any violations, damages /loss that may be caused by my lease-tenant(s) while using the above mentioned facility should they fail to pay for all property damages/loss and fines.

Homeowner (print name): _____

Signature: _____ Date: _____

Note: The above personal information is confidential and will only be used by Overland Cove HOA and its management company for the purpose of managing tenants right to utilize Overland Cove's Clubhouse, Pool and Fitness Center activities. We do not share the above information with third parties.