

8.10.2023

# PEBBLE BEACH VILLAS

## PROCEDURE #15

### CLUBHOUSE OPERATING PROCEDURES

**Purpose:** This Operating Procedure provides information and guidelines for the maintenance, care and use of the PBV Clubhouse facility.

**Permitted Use/Access:** All owners have a right to full use and access to the Clubhouse consistent with the limit/restrictions in the Rules & Regulations and the PBV Documents.

**Reserves Use:** Owners are also permitted to reserve exclusive use of the Clubhouse for parties/family events, etc. such use is limited to ONE day with allocated time for setup and cleanup periods. The Board restricts dates for Association events. Owners wishing to reserve Clubhouse use should send an email request to the EM Property Manager at least 15 days in advance. Owners can expect feedback within 72 hours,

**Clubhouse Care:** Owners/Guests are required to follow the guidelines below to facilitate maintenance/care of our PBV Clubhouse

1. Fans. Leave on low at all times.
2. Air Condition. Set to 76 degrees.
3. Refrigerator. Clean out after an event. Do not leave food.
4. Books are filed by author's name. Borrow and Return.
5. Locks. If you unlock, then relock the door.
6. Lights. Turn lights off when leaving.
7. Pool Table. Return pool sticks to racks. Rerack pool balls.
8. Bathrooms. Wipe sinks. Clean up after use.
9. If any food is placed in garbage cans, it must be removed from the Clubhouse and deposited in trash bins.
10. Return chairs and tables to proper positions.

**Problems/Issues:** Please fill out a maintenance form available in the Clubhouse for required maintenance or notify the Property Manager for any items requiring immediate attention.