

WEST HIGHLANDS PACIFIC HOMEOWNERS ASSOCIATION

Clubhouse Reservation Packet

Reservation Packet Includes:

- Clubhouse Rules
- Reservation Requirements
- Facility Fees
- Example of Liability Insurance Certificate
- Inspection List

In order to make a reservation at the West Highlands Pacific Recreation Center residents must submit the following four (4) items to the WHP Recreation Center office

1. Application
2. \$200.00 Usage fee
3. \$500.00 Security deposit
4. Liability Insurance certificate of minimum \$300,000.00 naming West Highlands Pacific Homeowners Association

If you are interested in reserving the clubhouse or would like to **check the facility availability**, please check the calendar by logging into your resident portal at: https://portal.avalonweb.com/home_v2/Login

You can also contact the recreation center office at:

- (858) 793-1363
- info@mywhp.com

Sample insurance providers:

- TheEventHelper.com (<https://www.theeventhelper.com/#lc98dU>)
- Geico (<https://www.geico.com/event-insurance/>)
- RVNA (<https://rvnaeventinsurance.com/>)

Please provide your guest list at least 24 hours prior to your event.

The morning of the event, staff will meet with you to conduct a walk-through of the clubhouse and review the following items:

- **Your completed guest list**
- Sound system
- Extra chairs and tables
- Tabletops for game tables
- Cleaning supplies
- Checklist completed by member and staff during walkthrough

West Highlands Pacific Homeowners Association

Clubhouse Reservation Application

5950 Blazing Star Lane, San Diego, CA 92130

Name _____

Address _____ Email _____

Phone Number-Home _____ Cell _____

Date of reservation _____ Start _____ End _____ Maximum of six (6) hours

Number of Guests _____ (Maximum of 50) Type of Event _____

Security/Cleaning Deposit – \$500.00 Check # _____

Usage Fee - \$200.00 Check# _____

Insurance Certificate & Endorsement- Received Yes _____ No _____

Clubhouse Rules & Regulations Distributed Yes _____ No _____

Refund of cleaning and security deposits are subject to reduction for cost(s) incurred as a result of:

- A. Violation of any of the Association's Rules and Regulations
- B. Damage to facility and/or its contents
- C. Damage to recreational facilities or common areas
- D. Amplified sound and music, live bands and/or the use of DJ's shall be permitted only inside the Clubhouse but must cease by 10:00pm
- E. Cleanup

Please make checks payable to West Highlands Pacific HOA. Security deposits will be returned to you following the event and submission of completed reservation checkout form.

All furniture and décor must remain undamaged, clean, and accounted for.

THERE WILL BE A MINIMUM OF \$150 CHARGED FOR ANY DAMAGE TO THE FURNITURE OR DÉCOR.

IN THE EVENT OF ANY VIOLATIONS NOTED ON THE INSPECTION LIST, YOUR \$500 WILL BE DEPOSITED IN FULL AND ANY DIFFERENCE WILL BE REFUNDED AT A LATER DATE.

IF DAMAGE EXCEEDS THE \$500 DEPOSIT YOU WILL BE ASSESSED FOR THE ACTUAL COST TO REPAIR OR REPLACE.

By signing below you acknowledge and accept full responsibility for yourself / your guest actions and that you understand all of these rules and any possible fees that may result.

Member's Signature _____ Date _____

Approved by _____ Date _____

West Highlands Pacific Homeowners Association

WEST HIGHLANDS PACIFIC HOMEOWNERS ASSOCIATION
CLUBHOUSE RULES

1. The Clubhouse facilities are for the use of West Highlands Pacific homeowners (or their assigned tenants), who are current with assessment dues. The use of the facilities by a homeowner/tenant may be restricted by the Board of Directors for violation of the West Highlands Pacific rules, delinquent assessments, or abuse of the recreational facilities or common areas.
2. The Clubhouse facilities may not be used for commercial purposes other than those endorsed by West Highlands Pacific Homeowners Association in which all homeowners or their assigned tenants may participate. Reservation of the facilities by outside organizations, whether or not requested by a homeowner/tenant, is not authorized unless approved by the Board of Directors.
3. Regularly scheduled events shall take precedence over non-regularly scheduled events in any West Highlands Pacific Association, including the sub-associations.
4. In accordance with California state law, no one under the age of 21 shall be served an alcoholic beverage while on the premises. If alcoholic beverages are served at a function held in the facilities, no minors are to be present without parental supervision.
5. Personal barbecues are prohibited in the Clubhouse or Recreation Center area/patios.
6. Reservation of the Clubhouse does not include use of any area other than the inside of the Clubhouse and the Clubhouse patio.
7. The Association is not required to employ personnel to monitor homeowner rental functions and therefore cannot be held liable for any theft or damage to personal articles.
8. Any reserved function shall be completely concluded, including any required clean up, by the posted closing hour for the Recreation Center. The Board of Directors, at its sole discretion, may approve a later event conclusion time. Such approval must be in writing from the Board of Directors.
9. The renter shall arrange for all pick-ups and deliveries (if any) to be made the day of the event. No items will be stored in the clubhouse, or any other common area and the Association will not be responsible for any lost or stolen items.
10. The renter shall warrant that there will be no charge imposed upon his/her guests for admission, food, beverage, or entertainment on the premises. West Highland Pacific sponsored events may utilize an admission or user fee to recoup expenses.
11. The West Highlands Pacific Homeowners Association reserves the right to close any of the facilities at any time to repair, clean, and maintain premises. The association will give notice when feasible and make every attempt to do any scheduled maintenance in the off season.
12. West Highlands Pacific Homeowners Association reserves the right to close down any event that does not comply with the governing documents or safety consideration or if any illegal activity has occurred.
13. Clubhouse maximum occupancy is 50 persons. Events that exceed this amount will immediately be shut down.

WEST HIGHLANDS PACIFIC HOMEOWNERS ASSOCIATION
CLUBHOUSE RESERVATIONS

1. The reservation of the Clubhouse is restricted to homeowners/tenants, for personal and private parties. Reservation of the facility by outside organizations, whether or not requested by a homeowner/tenant, is not permitted.
2. The reservation of the Clubhouse does not include pool, spa, exercise room, fireplace, or covered seating area. All outdoor areas are reserved for use by the general membership on a first come first service basis.
3. Regularly scheduled West Highlands Pacific functions shall have priority in the reservation of the facilities for open dates.
4. Proof of a \$300,000.00 certificate of insurance, naming The West Highlands Pacific Homeowners Association. Additionally, the association insured on the event date is required prior to a reservation being finalized.
5. A refundable security deposit of \$500 (check only) is required prior to a reservation being finalized.
6. An application for reservation of the facility must be made by homeowners/tenant, through the management office representative(s). The applicant must be present during the entire period of time during which the facility is in use under such reservation.
7. Reservations may be made as much as sixty (60) days in advance but no less than ten (10) working days in advance of the event date.
8. Homeowners/tenants reserving the Clubhouse must supply the Association with a copy of an insurance certificate naming the Association additionally insured within 10 days prior to the event or the reservation will be forfeited.
9. Maximum occupancy permitted within the Clubhouse is 50 persons. Events that exceed this amount will immediately be shut down.
10. Amplified music is not allowed after 10:00 p.m. and shall be kept at a level as to not disturb other Residents utilizing the Recreation Center at all times. The party shall be completely concluded, including any required cleaning, by the posted closing hour of the Recreation Center, unless otherwise approved, in writing by the Board of Directors.
11. During the rental of the Clubhouse, the doors **must remain closed at all times and shall not be propped open.**
12. Compliance with all Rules and requirements as outlined in the rental agreement is mandatory.

FACILITY FEES

A mandatory non-refundable fee of \$200 for reserving the Clubhouse must be paid to West Highlands Pacific Homeowners Association in addition to a refundable security deposit of \$500.

Proof of a \$300,000.00 certificate of insurance, naming The West Highlands Pacific Homeowners. Additionally, the association insured on the event date is required prior to a reservation being finalized.

Sample Insurance providers:

- TheEventHelper.com (<https://www.theeventhelper.com/#lc98dU>)
- Geico (<https://www.geico.com/event-insurance/>)
- RVNA (<https://rvnaeventinsurance.com/>)

The reserving party shall be responsible for removing party decorations, food, etc. and shall deposit all trash in the trash receptacles prior to leaving the facility. The clubhouse must be left in the same condition it was received. A walkthrough will be completed by the renter prior to the event. An inspection will take place after the event. Any additional cleaning will result in a fee deducted from the security deposit.

Clubhouse Non-refundable Usage Fee	\$200.00
Clubhouse Refundable Security Deposit	\$500.00

Refund of the security deposit is subject to reduction for any cost(s) incurred as a result of:

- A. Violation of any of the Association's Rules and Regulations
- B. Damage to facility and/or it's contents
- C. Damage to recreational facilities or common areas
- D. Cleanup

Disclaimer: Refunds on usage fees collected are determined by the HOA Board on a case-by-case basis. Board meetings are held every 4th Monday of the month.

Should costs exceed the amount of the security deposit, after notice and a hearing and in accordance with the Association's governing documents, the cost difference will be assessed to the owner's account.

West Highlands Pacific Clubhouse Rental Inspection List

Please confirm the condition of the Club House prior to your use. If anything is below standards, please make a note of it below and contact WHP Management. The management team will complete an inspection directly following your party. **If any check out item is not completed, you will be charged the noted service fee.** Any questions can be directed to Rec Center Management at (858) 793-1363.

Renter Name: _____

Address: _____

Rental Date: _____

Time: _____

ITEM	CHECK IN	CHECK OUT (official use)	COMMENTS
Kitchen counters and backsplash clean (\$25)			
Kitchen sink clean (\$10)			
Refrigerator and freezer empty and clean (\$25)			
Oven and range clean (\$25)			
Microwave clean (\$25)			
All food and drink items removed (\$10)			
If items/food are set on the on the Shuffle Board or Pool Table uncovered a fee could be incurred (\$50)			
Balloons removed from ceiling (\$25) each			
All string, tape, streamers, and other decorations removed from ceilings, walls, and tables (\$50)			
Walls clean - no scuffs, marks, or tape residue (\$50)			
All trash collected and removed from Clubhouse and disposed of behind Clubhouse kitchen (\$25)			
Lights, sound system, AC, fireplace and TVs turned off and remotes accounted for (\$25)			
ALL furniture and game tables remain unmoved, undamaged, clean and accounted for (\$150 minimum or actual cost to repair or replace)			
All room décor remains undamaged, clean, and accounted for (\$150 minimum or actual cost to repair or replace)			
Game tables and pieces accounted for (\$100)			
Area rug is clean, free of stains, and in place (\$100)			
Floors are swept and mopped (\$100)			
Tabletops and other surfaces are clean and undamaged (\$50)	N/A		
Extra tables and chairs, if used, are undamaged and placed back in closets (\$50)	N/A		
All residents remained inside the Clubhouse or Clubhouse patio for the duration of the party (for management comments only)			
Rules and Regulations attached to application were followed by homeowner and guests (for comments only)			
This form is filled out by the renter before the party and returned to WHP management			

Renter's signature: _____

Date _____

Inspector's signature: _____

Date _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/04/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley https://www.theeventhelper.com#lc98dU	CONTACT NAME: Will Maddux PHONE (A/C No. Ext.): (530) 477-6521 E-MAIL ADDRESS: info@theeventhelper.com	FAX (A/C No.): TheEventHelper.com
	INSURER(S) AFFORDING COVERAGE	
INSURED <h2>MEMBER</h2>	INSURER A: Evanston Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 35378

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	12:01 AM 01 AM	10/20/2022	10/21/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED \$ RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19.

Attendance: 45, Event Type:

CERTIFICATE HOLDER**CANCELLATION**

West Highlands Pacific HOA 5950 Blazing Star Ln San Diego CA 92130	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/26/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER R.V. Nuccio & Associates Insurance Brokers, Inc. 10148 Riverside Drive Toluca Lake, CA 91602	CONTACT NAME: Robert V. Nuccio	
	PHONE (A/C, No. Ext): (800) 364-2433	FAX (A/C, No.): (818) 980-1595
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Fireman's Fund Insurance Company		21873
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4/9/2022	04/10/2022	EACH OCCURRENCE \$ 500,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES \$ Included MEDICAL EXPENSE \$ 1,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPROP AGG \$ 500,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						\$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				WC STATU-TORY LIMITS \$ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Type of Event: Reception Additional Insured: West Highlands Pacific HOA

CERTIFICATE HOLDER West Highlands Pacific HOA West Highlands Pacific Recreation Center 5950 Blazing Star Ln San Diego, CA 92130	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Robert V. Nuccio
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