



## **Mill Creek at Cypress Ridge Amenity Agreement**

1. The Clubhouse is open for the use of Mill Creek at Cypress Ridge OA property owners and the accompanied guests. Areas available for common use include May River (Pool Pavilion), Bluffton (Children's) Party Room, Magnolia (Social Room) and the Okatie (Main Room)
2. Community-wide events will be scheduled and held from time to time at the facility, and private events may be scheduled by property owners on a first come/first serve space available basis. **The hosting property owner must be in attendance at any scheduled event.**
3. **The owners/host must have their guests follow the CDC guidelines for Covid-19 protocol. It is their responsibility to make sure mask, social distance, and sanitizing occurs.**
4. Any owner reserving the clubhouse must be current on their HOA assessments.
5. Events must be scheduled through Superior Management Services, LLC at 843-800-8945 or by emailing [admin@superiormanagementsc.com](mailto:admin@superiormanagementsc.com) the scheduled event will be classified as one of the following:

### **Member Rental Fee Schedule:**

- ( ) May River (Pool Pavilion): \$30.00 Rental Fee; \$100.00 Security Deposit
- ( ) Palmetto (Promenade Pavilion): \$30.00 Rental Fee; 100.00 Security Deposit
- ( ) Bluffton (Children's): Party Room: \$60.00 Rental Fee; \$300.00 Security Deposit
- ( ) Magnolia (Social Room): \$60.00 Rental Fee; \$300.00 Security Deposit
- ( ) Okatie (Main Room): \$150.00 Rental Fee; \$300.00 Security Deposit
- ( ) Multiple Room Party (All three rooms): \$270.00 Rental Fee; \$500.00 Security Deposit

**\*\*An additional \$3.00 per guest will be charged to use the pool amenity as part of this Lease agreement\*\***

6. **Deposit is required to reserve a date. Please note that two (2) SEPARATE checks are required. All checks are deposited and the HOA has thirty (30) days to refund the deposit after the amenity has been inspected.**
7. The tables and chairs are located under the stairway in the fitness center on the first floor. The tables and chairs must be put back when done. **If the tables and chairs are not returned to the storage area under the stairway in the fitness center at the end of the event, the deposit will be forfeited.**
8. The amenity center must be cleaned and all event items, decorations, food, drink, etc., must be removed at the end of the event. All garbage generated must be bagged and removed from the premises. Any damage noted will be deducted from the security deposit. Any damage in excess of the deposit will be billed to the hosting property owner. **If the amenity center is not cleaned and the trash removed, the deposit will be forfeited.**
9. **An amenity card will be provided by Superior Management Services, LLC. The amenity card must be returned immediately after the event.** Be sure to contact us at least one week before the event to arrange to pick up the amenity card.
10. **If amenity card is lost or not immediately returned after the event, there will be a fee of \$50 applied.**
11. If the event requires removal of the furniture in the clubhouse, the person booking the event must make arrangements to have the furniture moved and replaced immediately after the event. Any damage to the furniture will be at the booking party's expense.
12. Availability of the Amenities for private use will be controlled by Mill Creek at Cypress Ridge OA Board of Directors and community manager.
13. OA sponsored social functions will have priority over private events.
14. **The property owner reserving the facilities is responsible for the conduct of all guests associated with a private activity.**
15. Normal closing hours for the clubhouse will be 11:00pm.
16. At closing, alarm will be set at precisely 11:00pm. Persons occupying any part of the amenity after the alarm is set are trespassing and may be prosecuted.
17. Person occupying the amenity after hours that trigger the alarm will be charged a fee for time, travel and costs at a rate to be determined.
18. Events organized chiefly for minors **MUST** be supervised by owner of record signing for amenity at **ALL TIMES.**
19. Neither Superior Management Services, LLC nor the OA assumes any liability for personal injury to or for the loss of personal property or property owners or their guests using the Mill Creek at Cypress Ridge OA amenities.
20. The OA and community manager reserve the right to refuse use of the amenity by any group or organization whose size is likely to strain the facilities or constitute a hazard in the event of fire or other emergency.
21. **SMOKING IS NOT PERMITTED INSIDE ANY MILL CREEK AT CYPRESS RIDGE AMENITY!** Smokers outside the building are requested to dispose of their cigarette butts properly.

22. By order of the Fire Marshall, no grilling, grease, cooking or deep frying will be allowed in the Clubhouse or in or near any pine straw or mulch areas.
23. Host agrees to respect the "quiet enjoyment" of the residents of the community.
24. No minor may reserve the Clubhouse amenity
25. Hosting property owners will take full responsibility for locking up and securing the building and storage area before leaving.
26. No pets are permitted within any amenity at any time.
27. No fireworks of any kind are permitted at or near the amenities at any time.
28. Alcoholic beverages may be in the amenity "clubhouse" but the liability is the responsibility of the homeowner. Homeowners will be required to get a rider added to their homeowner's insurance policy for the date/day of the party. You may contact your insurance company for additional information regarding this requirement.
29. No fastening, gluing, taping on to walls, trim, or windows. Please use other methods to decorate to protect your amenity.
30. Fireplace: May River Pool Pavilion parties with a paid and confirmed amenity reservation will have exclusive access to the fireplace during their rental times. Renters using the fireplace understand and agree to the following rules:
  - (a) Fire must be constructed and constantly supervised by an adult
  - (b) Any mess or ashes from the use of the fireplace must be properly cleaned immediately after the party (same day/evening)
  - (c) Hot ashes must be disposed of in the properly specified metal container located next to the fireplace.
  - (d) Any renter that uses the fireplace assumes all liability and is responsible for any/all damages.

**\*\*ALL CHECKS SHOULD BE MADE PAYABLE TO MILL CREEK AT CYPRESS RIDGE OA\*\***

Paperwork and checks can be filled out and dropped off at the offices of  
 Superior Management Services, LLC located at  
 200 Heritage Parkway, Bluffton SC 29910

Mill Creek Property Address: \_\_\_\_\_

Mill Creek Property Owner: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Event: \_\_\_\_\_

Approx # Guests: \_\_\_\_\_

Will enter the room at: \_\_\_\_\_ am/pm and Vacate by: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_