

# Rules & Procedures

## TWELVE OAKS AT FENWICK PLANTATION

### CLUBHOUSE

The Twelve Oaks Clubhouse is open for the use of Twelve Oaks property owners and their accompanied guests. Areas available for common use include the large room, kitchen area, restrooms and pool.

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-served/space-available basis. **The hosting property owner must be in attendance at any scheduled event.**

Events must be scheduled through the Association office at 843-768-9480.

#### **Groups of 20 or less.**

Event requires an \$85 refundable security deposit. The facility will be inspected by the cleaning service the following business day after the event. Any damage in excess of the \$85 deposit will be billed to the hosting resident. Cleaning deposit will be refunded if clubhouse is left in the exact condition it was in prior to the event.

#### **Groups of 21 - 50.**

Event requires an \$85 refundable security deposit and a \$50 non-refundable reservation fee. The facility will be inspected by the cleaning service the following business day after the event. Any damage in excess of the \$85 deposit will be billed to the hosting resident. Cleaning deposit will be refunded if clubhouse is left in the exact condition it was in prior to the event.

Keys not returned to the lock box will result in the total cost of re-keying and key distribution to be charged against the deposit.

Availability of the facility for private use will be controlled by The Twelve Oaks POA and its community manager.

POA-sponsored social functions will have priority over private events.

The property owner reserving the facility is responsible for the conduct of all guests associated with a private activity.

Furniture arrangement in the facility must be left in the condition in which it was found.

Normal closing hours for clubhouse functions shall be 10:00 PM.

Persons occupying the facility after hours, who trigger an alarm event, or whose failure to properly secure the facility allows triggering of an alarm will be charged a fee for time, travel and costs at a rate to be determined.

Events organized chiefly for minors **MUST** be supervised by responsible adults at all times and in all areas.

Neither the community management company nor the POA assumes any liability for personal injury to or for the loss of personal property of property owners or their guests using the Twelve Oaks facility.

The POA and community manager reserve the right to refuse use of the facility 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.

SMOKING IS NOT PERMITTED INSIDE THE TWELVE OAKS CLUBHOUSE AT ANY TIME.  
Smokers outside the building are requested to dispose of their cigarette butts properly.

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.

Host agrees to respect the "quiet enjoyment" of the residents of the community.

No one under the age of 21 may reserve the Clubhouse facility.

Hosting property owners will take full responsibility for locking up and securing the building and storage areas before leaving.

No pets are permitted within the Clubhouse facility at any time.

No fireworks of any kind are permitted at or near the Clubhouse facility at any time.

#### SWIMMING POOL EVENTS

The swimming pool is allowed to be used for small events (such as a birthday party); however, this use is **not exclusive** to those attending your event. There is no fee associated with having an event at the pool.

While event guests are using the pool, residents of Twelve Oaks have **priority** over event guests should the number of swimmers exceed DHEC limits.

While event guests are using the pool and the surrounding area, Owner/Tenant shall be present at the pool during the entire time.

Pool rules posted at the pool do apply. Absolutely NO GLASS is allowed in or around the pool deck area. Absolutely NO PETS are allowed in the pool.

If the pool is closed due to equipment problems or other problems which cannot be repaired before your event, the Association apologizes for this inconvenience, but is not responsible for any costs incurred with re-scheduling your event.

**RESERVATION FORM  
TWELVE OAKS AT FENWICK PLANTATION CLUBHOUSE**

Owner Name: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Twelve Oaks Unit Address: \_\_\_\_\_

Mailing Address if different from above: \_\_\_\_\_

Phone (of person booking event) \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Event date: \_\_\_\_\_

Scheduled Start Time: \_\_\_\_\_ Scheduled End Time: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

**I HAVE READ THE POLICY FOR THE USE OF THE TWELVE OAKS CLUBHOUSE AND  
AGREE TO COMPLY WITH SUCH POLICY.**

Signature: \_\_\_\_\_

**SWIMMING POOL ACKNOWLEDGEMENTS**

**I acknowledge and understand there will NOT be a lifeguard on duty to guard the pool. Therefore, I do agree to release Twelve Oaks POA and its members and the Board of Directors from any and all claims or liability of any nature to my guests or me arising from use of the pool and the surrounding areas during the period of this agreement dated.**

\_\_\_\_\_  
Owner/Tenant Signature

\_\_\_\_\_  
Date

**CHECKS MUST BE PAYABLE TO:  
TWELVE OAKS PROPERTY OWNERS ASSOCIATION  
and mailed to:  
c/o RAVENEL ASSOCIATES  
900 MORRISON DRIVE, SUITE 100, CHARLESTON, SC 29403  
(NO CASH OR CREDIT CARDS ACCEPTED)**

**PLEASE KEEP THIS AND USE IT AS YOU CLEAN UP**

**TWELVE OAKS CLUBHOUSE**

**CHECKLIST**

It is the responsibility of the Owner/Tenant to leave the Clubhouse and surrounding areas in good condition (i.e. as good as or better than it was found).

- ☐ Close all rear doors
- ☐ Empty and remove all trash from in and around the Clubhouse
- ☐ Sweep floor. Thoroughly wipe clean any spills or stickiness.
- ☐ Thoroughly wipe down all table tops.
- ☐ Remove all serving equipment.
- ☐ Check to make sure restroom is in the same condition as found
- ☐ Shut of all lights and fans.
- ☐ Turn a/c back up/heat back down- In summer air conditioning to 78 degeed/ In winter heat down to 65 degrees
- ☐ All electronic equipment must be turned off
- ☐ Grills must be completely extinguished
- ☐ If event guests used pool or the pool area, all pool trash cans need to be included in clean up, as well as general cleanup around the pool area.
- ☐ **ALL DOORS MUST BE LOCKED**

**\*\*\*\* Please see attached procedure for the alarm system for entering and leaving clubhouse and for obtaining the lockbox code to open the door.**

**Please return key to the lockbox located at the front entrance of the clubhouse.  
Questions or concerns call 843-768-4980.**

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

**RETURN COMPLETED AND SIGNED CHECKLIST AFTER YOU HAVE COMPLETED THE ITEMS ON THE LIST TO RAVENEL ASSOCIATES: YOUR DEPOSIT WILL NOT BE RETURNED UNTIL THIS FORM HAS BEEN RECEIVED.**

Ravenel Associates  
900 Morrison Dr., Suite 100  
Charleston, SC 29403

TWELVE OAKS AT FENWICK PLANTATION

**PLEASE KEEP THIS FORM & USE TO FILL IN BLANKS WHEN YOU  
CALL IN PRIOR TO THE EVENT**

**\*\*\*You are responsible for obtaining lock box code and alarm code the day  
prior to your event. Write them on this form and have the form with you when  
you are entering the clubhouse\*\*\***

**PROCEDURES FOR ENTERING AND LEAVING CLUBHOUSE**

There is a lockbox on the back of the right front column of the clubhouse building. The key to be used for entering the clubhouse is inside.

**THE CODE TO THE LOCKBOX IS:        1-0-1-5**

2. Once inside the clubhouse, an alarm will go off. Immediately to the right of the door is the alarm box.

**TO TURN OFF THE ALARM:        Press 1234 OFF**

3. When ready to leave the clubhouse after the event, be sure all your items and supplies are out of the building before turning the alarm system ON. If you take too long, the alarm will go off again and you will not be able to reset it.

**TO TURN THE ALARM ON:        Press # AWAY**

**Quickly leave and close the door securely. Make sure the front door is locked!**

4. Put the door key back in the lockbox.

The lockbox key code and alarm codes will change after your gathering.

**CONTACT OUR OFFICE PRIOR TO YOUR EVENT TO OBTAIN THE CODES**

RAVENEL ASSOCIATES  
843-768-4980 Ext: 3922

EMAIL: [srobinson@ravenelassociates.com](mailto:srobinson@ravenelassociates.com)