

JONATHAN HARBOUR COMMUNITY ASSOCIATION (JHCA) POLICIES AND PROCEDURES GOVERNING THE JHCA APARTMENT

The Purpose of this document is to define the policies, practices, and procedures regarding the use of the JHCA Apartment.

Applicability: The JHCA Apartment is a one-bedroom, one bath facility owned by the Jonathan Harbour Community Association (JHCA) and it is available for use of JHCA residents or their guests as prescribed below. There is a maintenance reimbursement fee for reserving and using the apartment.

POLICIES:

1. DEFINITION:
 - a. The Apartment is a one bedroom, one bath facility with a small kitchen, and living room with pull out sofa.
 - b. It will accommodate up to four persons.
 - c. It has Wi-Fi, Heat and AC, Oven, Dishwasher, and off-street parking,
 - d. A stacked washer/dryer is available in the Clubhouse.
2. The Apartment may be reserved (see below) for up to two (2) weeks, non-contiguous, by each member of the JHC, each calendar year.
3. Apartment Guests have access to the JHCA pool, tennis and pickle ball courts, and other facilities available to JH residents.
4. Although co-located with the JHCA Clubhouse, Apartment Guests shall not utilize the clubhouse, per se, without the approval of one of the JH Board of Directors (BOD).
5. The reservation period for the JHCA Apartment is from 3 PM Saturday to 11 AM Saturday following, unless other arrangements are requested and approved by the JHA Scheduler (see below).
6. Available weeks may be viewed on the JHCA Website by JHCA members on the Apartment Calendar.
7. The maintenance reimbursement fee is \$750.00 per week. No partial week or partial fees are available.
8. While the JHCA does not require a Security Deposit, Apartment Guests and JHCA Residents utilizing this service shall be responsible for any damage.
9. Cancellation Clause: For full refund the reservation must be cancelled no less than two weeks prior to the scheduled arrival date.

PROCEDURES:

1. JHCA Members may view the Apartment Calendar of available weeks by visiting the JH website <https://www.jonathanharbourhoa.com> but must contact the Apartment Scheduler by email or phone call, who is listed in the JH Community Directory and on the community web site to confirm availability and to secure reservations.
2. The apartment will not be firm until the required fee is provided along with the Apartment Request Form, which can be found on the website.
3. The Resident making the reservation shall provide his/her unit or lot number to the Scheduler, who will ensure that the reservation request conforms to these policies.
4. Checks shall be made out to "JH Community Association" and mailed or presented to the JHCA Property Manager, listed in the JH Community Directory.
5. The Gate Code and Apartment Key Code shall be provided to the Apartment Scheduler who will provide same to the approved user.
6. Apartment Guests shall vacate the premises not later than 11AM on the last day of their reserved period (usually a Saturday).
7. No pets are allowed.
8. Apartment Guests are requested to notify the JHCA resident who in turn should notify the management company if any repairs are needed in the Apartment.
9. *The cleaning service shall also be responsible for reporting any damage or issues with the Apartment that they may discover in the course of their cleaning.*