



Arrowood Master Association Clubhouse Rental Process

In order to reserve the clubhouse you will need to fill out and return the reservation form. This form is an agreement that you will take care of the clubhouse to your best ability with no damages. There is a clubhouse rental fee of \$75.00 and a deposit that must be on file of \$250.00. Please note we will not deposit the \$250.00 deposit check, but rather will hold it here in our office in case there were to be any major damages to the clubhouse.

You will make two separate checks **both** made payable to **Arrowood Master Association**. As mentioned before you will make a check for \$75.00 (rental fee) and a \$250.00 check (deposit). We ask that you send the form and the checks in as soon as possible to secure your reservation. Please be aware we cannot confirm your reservation until we received all the required information in our office. Your rental fee check will **not** be deposited until after your reservation date.

Once your reservation gets closer you will be contacted by James Nowlin, Reservation Coordinator. He will conduct a walk through with you of the clubhouse to ensure everything is in place for your reservation. The day of your reservation your pool key (fob) will be activated at 6am to give you access to the clubhouse room. The clubhouse has a TV, tables, chairs, refrigerator, stove, sink, and microwave. The barbeque closest to the clubhouse room is reserved for your party when you reserve the clubhouse.

*** **Please note***** When reserving the clubhouse it does not include the entire pool area, only the clubhouse room and barbeque area. Since it's a community pool, homeowners are entitled to use the pool while a clubhouse reservation is taking place. All of your guest will be allowed to use the pool. Additionally, when trying to access the clubhouse, put your pool key against the key pad, the light will turn green, wait a few seconds and then open the door. In some cases it has taken a few times to open. We've heard in the past the side door to the clubhouse is easier to access.

Should you have any further questions please contact Avalon Management via email at Arrowood@AvalonWeb.com or call our office at 760-481-7444.

Please send the reservation form and both checks (made payable to Arrowood Master) to our office at:

Avalon Management
Attn: Arrowood
3618 Ocean Ranch Blvd.,
Oceanside, CA 92056