

Arlington Crest Condominiums

Rental Rules and Procedures

- Rule 3-1 **Reservations must be made by logging onto the McKay website at www.mckaymanagement.com and clicking on Reserve Clubhouse or Rental Suites. Or, you may call McKay directly at 205-733-6700, ext 123 to request a rental. Payment for the rental must be received no later than 10 business days prior to the rental date.** Homeowners must provide 24 hours' notice in order to reserve a guest suite and/or the Crest Club.
- Rule 3-2 The pool is always open for all owners and may not be reserved.
- Rule 3-3 Guest Suites: The guest suites may be reserved through McKay Management on a first come basis by owners or tenants. The following rules will apply:
- (a) Reservations shall not exceed seven days and each owner is limited to a maximum of fourteen days usage per year unless no other requests are pending for the desired time period and the reservation is made no more than thirty days in advance.
 - (b) Occupancy begins at 3:00 pm and extends until noon the next day.
 - (c) No more than two adults and two children under age twelve may occupy a suite. No dogs or other animals are permitted in the guest suites.
 - (d) Smoking is not permitted in the guest suites or in the common areas of the building.
 - (e) The owner reserving the suite is responsible for damage and theft caused by any resident, tenant, guests, or invitee. The owner must accompany the guests to the pool, exercise facility or other parts of the condominium property.
 - (f) Any questions, conflicts or disputes will be directed to and resolved by the Board.
 - (g) Cleaning will be done on the same day that a guest checks out. If the guest checks out over the weekend or holiday, the cleaning will be done the next business day.
 - (h) **Payment can be made by credit card through our Rental website listed above or by mailing a check to McKay Management at 5 Riverchase Ridge, Birmingham AL, 35244. Checks must be made out to Arlington Crest Association, Inc.**

and reference your unit# and date(s) of rental. On-site staff cannot accept payment for the suites on the Association's behalf (\$75 per night).

- (i) Arrangements will be made with on-site staff to deliver the key for the rental to the owner at a designated day and time.
- (j) If a guest does not check out by the posted checkout time of 12:00 noon, the homeowner will be charged for an extra day's rental rate. The homeowner will also be charged any additional costs incurred by the association related to the rescheduling of the cleaning vendor.
- (k) Guests must leave the keys on the dresser in the room when they check out.
- (l) Early check in and late check outs may not be available.
- (m) There is a 2 day minimum for weekend rentals (\$75 per night).
- (n) There is a 3 day minimum for holiday rentals. Holidays are: Easter, Thanksgiving and Christmas.
- (o) If a reservation is cancelled within 24 hours for the reservation date, there is a \$25 processing and handling fee for the cancellation.

Rule 3-4

Crest Club: An owner may reserve the Crest Club for private functions on a first come basis through McKay Management by going to the website at www.mckaymanagement.com and clicking on Clubhouse Rental. Or, if preferred, an owner can call McKay at 205-73-6700, ext. 123. The pool area and the exercise facility may not be reserved for private functions. The owner must be in attendance at these private functions at all times. The following rules and restrictions will apply:

- (a) The owner reserving the facility will be responsible for all damage and theft that may occur.
- (b) Reservations are made through McKay Management accompanied by a non-refundable cleaning fee of \$50.00 along with a refundable deposit of \$200.00. If the reservation is cancelled within 24 hours of the reservation date, the \$50 fee is non-refundable to cover the handling and processing fee.
- (c) No more than fifty guests may be in attendance at any private function.
- (d) No live bands may play at private functions.
- (e) Smoking is not permitted in the Crest Club building.
- (f) No dogs or other animals are permitted in the Crest Club.
- (g) No grilling may be done at the Crest Club or at the pool.

- (h) The Crest Club must be vacated by 10 pm.
- (i) The Crest Club may not be reserved on the third Monday of the month, or any other such time that the Board designates as their scheduled meeting date.
- (j) When leaving, please lock the doors to the Crest Club and turn out the lights.
- (k) The Crest Club must be cleaned out of all personal and event items upon vacating the Crest Club.
- (l) **Payment for the Crest Club must be received at least 10 business days prior to the rental date and can be made on the rental website listed above or checks may be mailed to McKay Management and must be made out to Arlington Crest Association.** On-site staff cannot accept payment for the Crest Club on the Association's behalf.
- (m) **Arrangements will be made with on-site staff to deliver the key for the rental to the owner at a designated day and time.**

Rule 3-5 The Board may reserve the Crest Club and the pool area for a Board sponsored homeowner's function and exempt that function from any of the above restrictions.

Rule 3-6 The following rules apply to the Crest Club pool:

- (a) All persons swimming do so at their own risk. No lifeguard will be on duty. The Association will not be responsible for any occurrence, accident, injury or death in connection with the use of the pool facilities. No unit owner, resident or tenant shall make any claim against the Association, its agents or employees for any injury, death or loss or damage to property sustained as a result of or in connection with any such use of the pool facilities. Each unit owner shall hold the Association harmless from any and all liabilities and any action of whatsoever nature by any family members, tenants, guests or invitees of such unit owner arising out of the use of the pool facilities.
- (b) Owners and residents are responsible for their guests at all times.
- (c) Children under 12 must be accompanied by a responsible adult at all times.
- (d) Children in diapers must wear swim diapers plus rubber pants at all times.

- (e) Proper disposal of all trash, including cigarette butts, is required,
- (f) No glassware or sharp objects are allowed in the pool area.
- (g) No food or drink is allowed in the pool and no food is allowed on the side of the pool.
- (h) Pool furniture and other furnishings provided by the Association must remain in the pool area.
- (i) No smoking is permitted in the pool area.
- (j) No dogs or other animals are permitted in the pool area.

Rule 3-7 The following rules apply to the exercise facility:

- (a) Use of the exercise facility is restricted to owners and in-house guests that are accompanied by the owner. No dogs or other animals are permitted. No smoking is permitted. The Association will not be responsible for injury resulting from the use of the exercise equipment.
- (b) No child under the age of 14 will be permitted in the exercise facility. A child age 14 but under the age of 18 may use the exercise facility if accompanied and supervised by the owner. Children 18 years of age and older may use the exercise facility unsupervised if they permanently reside with the owner. The owner will be responsible for any child or in-house guest of the owner using the exercise facility and will hold the Association harmless for any injury that occurs to that child or in-house guest while in the exercise facility.