



MEMORANDUM

TO: All Owners, HCCC # 289

FROM: Merit Property Management Inc.

DATE: March 29, 2007

RE: Club House Use:

Your Board of Directors would like to advise you of the following changes that apply to the use of the Club House effective immediately.

- Reservations are required for all group use of the main lounge and kitchen. This applies to groups of two or more persons.
- Reservations can be made by calling the Merit office (443-1930) and requesting a reservation form. (a sample of this form has been attached)
- A refundable damage deposit of \$ 100.00 must accompany all reservations.
- The reservation is confirmed only when the completed form along with the deposit has been received.
- Reservations are made on a “first come, first served” basis.
- An inspection will be carried out following your use of the premises and the deposit refunded appropriately.
- Use of the Library does not require a reservation.

Should you have any questions concerning the use of the Club House and its facilities, please call Merit at any time.