Evergreen Shores Beach Club Homeowner's Association

Amenity Rental Policy

Evergreen Shores Beach Club
7540 Lakeside Street, SW, Olympia, WA 98512

Effective Date: January 1, 2026

For more info, contact the community manager in Attachment 1.

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PURPOSE OF THIS POLICY

This “Amenity Rental Policy” explains the policies and procedures associated with renting amenities owned by the Evergreen Shores Beach Club Homeowners Association (ESBC). This policy replaces all previous versions and is effective as of January 1, 2026, once signed by the President of the ESBC Board of Trustees (Board) or their designee.

WHO DOES THIS POLICY APPLY TO?

This policy applies to homeowners and lot owners in the following areas of Evergreen Shores Beach Club:

Division I – Recorded on November 6, 1968 (Recording #721108 at Thurston County).

Division 2 – Recorded on April 11, 1969 (Recording #799274 at Thurston County).

Division 2A – Recorded on October 27, 1969 (Recording #811531 at Thurston County).

Division 3 – Recorded on December 30, 1969 (Recording #814860 at Thurston County).

I. DEFINITIONS OF TERMS

Cleaning Checklist - A checklist of tasks to be completed for each rental. For Designated Hosts, the Member making the reservation is responsible for any incomplete items. Available at http://evergreenshores.org/amenities-rentals .

Clubhouse - The main building in ESBC park, including meeting room, tables/chairs, kitchen/appliances, and bathrooms. The pool, pool deck, office, and exterior areas in front of the clubhouse and outside of the bathrooms are not included.

Cook Shed - The covered picnic structure located near ESBC’s Black Lake waterfront, including picnic tables, counter space, water, and electricity.

Designated Host – A Member in Good Standing who rents their home in Evergreen Shores Beach Club to tenants for more than 30 consecutive nights, and is not living there, may designate a tenant as the Designated Host for a rental event. The Member remains responsible for payment of the rental fee and rental deposit, any additional cleaning or repair costs, and ensuring the Designated Host follows all rules associated with this policy.

Homeowners' Association - All homeowners and lot owners in Evergreen Shores Beach Club, a Washington state not-for-profit entity.

Host - The host is usually a Member in Good Standing who makes the reservation for the rental event.

Inventory - List of items available to renters, available at http://evergreenshores.org/amenities-rentals .

Member - A homeowner or lot owner in ESBC. The official member is the person(s) listed as the property owner(s) in Thurston County records.

Member in Good Standing - A member who is current on all HOA dues, fees, and assessments, or is current with payments on an approved payment plan, and who is not currently under suspension of amenity rental privileges .

Rental Deposit - This amount is due 10 days before the rental event. In most cases, the rental deposit will be applied to the member's account in the operations management platform used by the association (Attachment 1). We can also accept a check for the rental deposit amount payable to Evergreen Shores Beach Club. If all the items on the cleaning checklist are completed appropriately, the rental deposit will either be removed from the member's account in the operations management platform used by the association (Attachment 1) or the check will be returned to the member renting the amenity.

Reservation Form - The information to be collected for a complaint is detailed in Attachment 2.

Short-Term Rental - Lodging for fewer than 30 consecutive nights, excluding hotels, motels, or bed and breakfasts.

Tenant – Someone who is renting housing in ESBC and has a rental agreement or lease of 12 months or longer.

II. WHO CAN RENT ESBC AMENITIES?

Only "Members In Good Standing" can rent ESBC amenities.

II. AVAILABLE ESBC AMENITIES AND PRICING

A. Payment must be posted at least 10 business days before the rental event or the rental may be cancelled.

1. Clubhouse (Capacity: 77 people) – 7540 Lakeside St. SW, Olympia, WA

- Fee: $100.00 per day
- Deposit: $100.00, refunded if cleaning is approved
- Hours: 8:00 AM – 9:30 PM

2. Cook Shed – 7540 Lakeside St. SW, Olympia, WA
    - Fee: $45.00 per day
    - Deposit: $45.00, refunded if cleaning is approved
    - Hours: 8:00 AM – 9:30 PM
3. The following amenities are not available for rental events unless the Board approves in writing:
    - Basketball court
    - Black Lake waterfront, including the dock
    - Children's play area (climbing structure and swings)
    - Open park areas
    - Parking spaces
    - Swimming pool or any part of the pool deck
4. Requests for exceptions must be submitted in writing to the Board through the community manager.

III. CANCELLATIONS

Cancellations of rental reservations may be eligible for a refund of the rental fee. Any refunds will be made to the member's account. Cancellation charges are detailed in the following chart:

Cancelled 7 or more days prior to rental event	Eligible for full refund of rental fee
Cancelled 3 to 6 days prior to rental event	Eligible for refund of rental fee minus $25 administration charge
Cancellation less than 3 days before the rental event	Not eligible for a refund of the rental fee

IV. RESERVATION TIMING

A. Reservations should be made at least two weeks in advance of the desired date.

B. A reservation is tentative until the payment is posted.

C. The required rental deposit must be received prior to the rental event.

D. Payment must be posted at least ten business days before the event.

E. If payment is not received on time, the member may be notified that the rental is canceled unless alternative arrangements are made.

F. High-demand months are March through October, when multiple parties may want to rent amenities.

V. WHO IS THE EVENT HOST?

The “member” reserving the amenity shall be designated as the “Host” for the event.

VI. WHAT ARE THE HOST'S RESPONSIBILITIES??

Prior to the event:

A. Meet with the community manager or designee to review the rules prior to the rental event.

B. Obtain required permits for serving alcohol.

C. Pay for the rental.

D. Provide the rental deposit.

During the event

E. Stay at the event the entire time.

F. Be responsible for all guests and any damage they cause.

G. Do not allow alcohol to be served to minors.

H. Do not allow a fire to be started in the fireplace.

I. Ensure that powder or confetti cannons are not used during the rental event anywhere in the ESBC park, including the clubhouse and cook shed.

J. Ensure that window safety stops on the poolside windows or doors are not removed or damaged. (These devices are required so we can comply with county health and safety codes).

K. Keep guests inside the clubhouse, cook shed, and restrooms only.

L. Make sure guests park only in designated areas and follow speed limits.

After the event

M. Complete all items on the Cleaning Checklist.

N. Ensure guests leave right after the event to avoid disturbing neighbors.

O. Finish cleaning and lock up by 9:30 PM.

P. Lock all windows and doors after the event.

Q. Take trash to the outside garbage bins located near the gate and replace the liners for garbage cans located inside the clubhouse.

R. Take all recyclables to the recycle bins.

S. Pay for any extra cleaning or damages beyond the deposit, if necessary.

VII. HOLIDAY AND SPECIAL DAY RENTAL RESTRICTIONS

A. Members can reserve the clubhouse or cook shed for one holiday or special day per year.

   The list of holidays and special days includes New Year's Eve, Super Bowl Sunday, Easter, Memorial Day, July 4th, Labor Day, Halloween, Thanksgiving, and Christmas.

B. If an amenity is still open two weeks before, anyone can rent it.

VIII. TENANT AMENITY RENTALS

A. Members may reserve ESBC amenities on behalf of tenants who rent their ESBC properties and have rental agreements or leases of 12 months or longer.

B. The homeowner/member can name the renter as the Designated Host.

C. The homeowner/member is responsible for payment of the rental fee, cleaning, and damages.

IX. SHORT-TERM RENTAL TENANT AMENITY RENTALS

Members may not reserve amenities on behalf of short-term renters.

X. VEHICLE GATE REMOTE CONTROL

A. A remote control to operate the vehicle gate is located by the clubhouse entrance for guest use.

B. There will be a $500.00 fine for tampering with – or removing – the remote control.

XI. WHAT IS THE PENALTY FOR VIOLATING THIS POLICY?

The Board shall determine the consequence for violation of this section of this policy.

1st Violation	2nd Violation and Subsequent Violations
Warning	Suspension of amenity rental privileges for up to one year

For more info, contact the community manager in Attachment

Approved by ESBC Board of Trustees on December 1, 2025.

T Wilson
Signature of Board President or Designee

12-1-25
Date

Terry Wilson
Printed Name

ATTEST:

Scott Walker
Signature of Board Secretary or Designee

12/1/25
Date

Scott Walker
Printed Name

ATTACHMENT 1 – CURRENT CONTACT AND OTHER INFORMATION REGARDING THIS POLICY – CURRENT AS OF JANUARY 1, 2026

This attachment provides additional detail regarding contact information and processes, products, processes, processes, or services referenced in the policy.

Operations management platform used by the association (either cloud-based, online, online or software based)

The current service used is the PayHOA platform.

Community management company

Contact Robert Mendel, Community Manager, for all inquiries concerning ESBC.

Bighorn Management, LLC
Robert Mendel, Community Manager
215 Legion Way SW
Olympia, WA 98501
(360) 780-3279
info@bighornmanagement.com.

Reservation Form

The official Evergreen Shores Beach Club Homeowners Association complaint form is available for downloading at http://evergreenshores.org/Governing_Documents or on the PayHOA platform.

If accessing through the PayHOA platform, after signing into your account you will first click on the “Requests” menu item. Then, click on Rental Request.

Mailing address for checks written to pay ESBC charges, including annual assessments, amenity rentals, fines, administrative fees, and late fees:

Evergreen Shores Beach Club, PO Box 94046, Las Vegas, NV 89193-4046

ATTACHMENT 2 – PROCESS FOR RENTING THE CLUBHOUSE OR COOK SHED

I. PROCESS FOR REVIEWING AND CONFIRMING RENTALS

A. Read the Amenity Rental Policy (available at evergreenshores.org/amenities-rentals). The policy is also available as an attachment to the Reservation Form on the operations management platform used by the association (See details in Attachment 1).

B. Follow the instructions in Attachment 1 to access the Reservation Form.

C. Complete the form and check the box saying that you agree to the rules.

D. Choose a method to pay for the amenity rental:

- Electronic Funds Transfer (EFT) – no charge
- Credit card – the credit card company will add a charge of 3% of the transaction cost to your purchase.
- Mail a check. The mailing address for payment by check is in Attachment 1. There is no transaction cost for paying by check.

II. PROCESS FOR REVIEWING AND CONFIRMING RENTALS

A. Request Received - The community manager or designee shall confirm your rental request within 3 business days.

B. Check Eligibility - The community manager or designee shall clarify that you are a Member in Good Standing and therefore eligible to rent an ESBC amenity and that your Reservation Form is complete.

C. Review - The community manager or designee shall contact you if the Reservation Form is incomplete.

D. Pre-Approval - Once the Reservation Form is complete, your rental is accepted if payment is posted at least 10 business days before the event.

E. Walk-Through - You'll meet with the community manager or designee to review rules and get keys or lockbox codes.

F. Final Approval - Your rental shall be confirmed once payment is posted. If not paid on time, it may be canceled.

ATTACHMENT 3 - RESERVATION FORM

A. Certify understanding of the Amenity Rental Policy

I have read and understand the Amenity Reservation Policies and Procedures available at http://evergreenshores.org/amenities-rentals or on the association's operations management platform.

Yes _____ No _____

I agree to follow the ESBC Amenity Rental Policy.

Yes _____ No _____

B. Reservation information

Name and address of "Member" renting amenity from listing of ESBC homeowners in the community management and accounting software platform (See Attachment 1).

Name of "Host" for rental event (Note: the "Host" must be a member of ESBC)

_____

Name of designated host if the amenity rental is for a tenant:

_____

Is this designated host a short-term renter as detailed in the definitions section of this document?

Yes _____ No _____

Phone number and email address for host or designated host: _____

Date(s) of Rental *

Start Time *

End Time *

Description of Event *

Approximate number of people at event *

C. Payment for rental event

Amenity to be Rented (Check One)

_____ Clubhouse: ($100 per day for “Members”)

_____ Cook Shed: ($45 per day for “Members”)

How will you pay for the rental fee (Choose one)?

- Electronic Funds Transfer (No transaction fee)
- Credit Card (Transaction fee of 3% of purchase price)
- Mail check (No transaction fee). The mailing address for checks is Evergreen Shores Beach Club, PO Box 94046, Las Vegas, NV, 89193-4046)

(Note: Your rental payment needs to be posted at \10 business days prior to the rental event. If payment is not posted, the “Member” may be advised that their rental has been cancelled unless arrangements can be made to receive payment prior to the rental date.

D. Alcohol involvement in the rental event

Will alcohol be served at the event:

Yes _____ No _____

If yes to alcohol service, are you required to have an alcohol service permit (please check with Liquor and Cannabis Board (https://lcb.wa.gov/licensing/special-licenses-and-permits)

Yes _____ No _____

If a permit is required for your event, have you received the permit?

Yes _____ No _____ Date Permit Issued _____

Note: Your reservation will not be considered confirmed until a permit has been issued if a permit is required for your event.

ATTACHMENT 4 – AMENITIES CLEANING REQUIREMENTS

Ensure that window safety stops on the poolside windows or doors are not removed or damaged. (These devices are required so we can comply with county health and safety codes).

There are cleaning products available in the kitchen underneath the sink.

Clubhouse Cleaning Checklist

Clubhouse Meeting area – Cleaned after every rental event

Check if satisfactorily completed	Specific item
_____	Use cleaning products and paper towels to clean the surface of all tables used during the rental event.
_____	Break the tables down so that the table legs are folded flush into the underside of the surface of the table.
_____	Place all tables in the rack behind the sofa.
	Return all metal folding chairs to the rack at the back of the room.
_____	Return the padded chairs, sofa and/or coffee table to the locations they were in before the rental event started.
_____	Use brooms and the sweeper to clean up all items that have fallen on the floor, including glitter, parts or pieces of balloons, materials used in arts and crafts activities. etc.
_____	Clean up any trash on the ground in front of the clubhouse, including discarded cigarettes, wrappers, or containers and deposit in the garbage bins located near the gate.
_____	Take trash to the outside garbage bins located near the gate replace the liner for the garbage can located inside the clubhouse. Replacement liners are in the kitchen.
_____	Take all recyclables to the recycle bins.

Bathrooms- Cleaned after every rental event

Check if satisfactorily completed	Specific item
_____	Sweep the floor of both bathrooms, including the bathroom stalls. If there is waste on the floor in the bathroom stalls, clean it up and then use the Swiffer to clean the floors.
_____	Use the Swiffer to clean the floors in the bathroom stalls.
_____	Use cleaning products to clean toilets in both bathrooms.
_____	Take trash from both bathroom to the outside garbage bins located near the gate and replace the trashcan liners. Replacement liners are in the kitchen.

Kitchen area – Do these cleaning tasks if the kitchen was used at all, even just for storage

Check if satisfactorily completed	Specific item
_____	Use cleaning products to clean the exterior and interior of all kitchen items including cook top, oven, warming oven, microwave, refrigerator, and counters.
	Sweep the kitchen floor and use the Swiffer to clean the floor.
_____	If coffee pots were moved from the kitchen, return them to the kitchen and clean them.
_____	Take trash from the kitchen to the outside garbage bins located near the gate and replace the liner. Replacement liners are in the kitchen.
_____	Take all recyclables to the recycle bins.

After the rental event

Check if satisfactorily completed	Specific item
_____	Finish cleaning and lock up by 9:30 PM.
_____	Pay for any extra cleaning or damages beyond the deposit, if necessary.

Cook Shed Cleaning Checklist

Check if satisfactorily completed	Specific item
_____	Use the broom provided as part of your rental to clean up all items that have fallen on the floor, including glitter, food, plates or bowls or drinking vessels, eating utensils, parts or pieces of balloons, materials used in arts and crafts activities. etc. Place all the trash in the garbage can.
_____	Clean up any trash on the graveled areas around the cook shed including discarded cigarettes, wrappers, or containers and place it in the garbage can..
_____	Take all recyclables to the recycle bins located near the entrance to the park.
_____	Make sure the water is turned off.
_____	Take trash to the dumpsters located near the entrance to the park and replace the liner for the garbage can located inside the clubhouse. A replacement liner will be provided for you as part of your rental.

After the rental event

Check if satisfactorily completed	Specific item
_____	Finish cleaning and leave the cook shed by 9:30 PM.
_____	Pay for any extra cleaning or damages beyond the deposit, if necessary.

ATTACHMENT 5 – LIST OF ITEMS THAT COMES WITH A CLUBHOUSE RENTAL

Items available to amenity renters

Clubhouse

Clubhouse meeting area

7 - 4 feet X 8 feet tables with hard plastic surface

1 – 4 feet X 5 feet table with hard plastic surface

10 padded chairs

35-plus metal folding chairs

Kitchen area

1 electric oven (built into stone fireplace)

1 electric warming oven (built into stone fireplace)

1 electric cooktop with four burners

1 small microwave

2 15-cup coffee makers

1 small coffee maker – Mr. Coffee type

1 refrigerator with small freezer compartment

Cook Shed

6 - 4 feet X 8 feet picnic tables

Countertops

Fresh water supply

ATTACHMENT 6 – SUMMARY OF POLICY

Evergreen Shores Beach Club (ESBC)

Amenity Rental Policy Quick Guide

Effective: January 1, 2026

Purpose

Establish rules for renting ESBC amenities, including Clubhouse and Cook Shed, and define responsibilities, fees, and penalties.

Who Is Effected By This Policy

All homeowners and lot owners in ESBC Divisions 1, 2, 2A, and 3.

Who Can Rent:

- ***Only*** **Members in Good Standing can rent ESBC amenities. (**A member who is current on all HOA dues, fees, and assessments, or is current with payments on an approved payment plan, and who is not currently under suspension of amenity rental privileges).
- Homeowners may designate tenants as a Designated Host for rentals if they are renting for 30 or more consecutive nights. Short-term renters (less than 30 nights) cannot reserve amenities.

Rentable Amenities & Fees:

- **Clubhouse:** $100/day, $100 deposit, Capacity: 77, 8:00 AM – 9:30 PM.
- **Cook Shed:** $45/day, $45 deposit, same hours.
- Other amenities (pool, playground, waterfront, basketball court, open park, parking) require Board approval.

Cancellations:

7 or more days before rental event = full rental fee refund;

3-7 days before rental event = rental fee refund minus $25 administration fee;

Less than 3 days before rental event = not eligible for rental fee refund.

Host Responsibilities:

- **Before Event:** Pay fees, meet manager, obtain permits.
- **During Event:** Supervise guests, prevent alcohol to minors, no fireworks/confetti, restrict guests to designated areas.
- **After Event:** Complete Cleaning Checklist, remove trash/recyclables, lock doors/windows, pay for damages beyond deposit.

Holiday & Special-Day Rules:

- One reservation per member per year for major holidays (e.g., New Year's Eve, July 4th, Thanksgiving, Christmas).

Penalties for Violations:

- 1st violation: Warning
- 2nd or subsequent: Suspension of amenity rental privileges up to one year

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Vehicle Gate Remote:

- $500 fine for tampering or removal.

Holiday & Special-Day Rules:

- One reservation per member per year for major holidays (e.g., New Year's Eve, July 4th, Thanksgiving, Christmas).

Reservation Process:

1. Complete Reservation Form online and agree to rules.
2. Submit payment at least 10 business days prior.
3. Community manager confirms request within 3 business days.
4. Walk-through with community manager or designee for keys, rules review.
5. Reservation is confirmed once payment is posted.
6. Homeowner must provide APC decision to Thurston County if a permit is required.

Contact

Contact Robert Mendel, Community Manager, (360) 780-3279, info@bighornmanagement.com, for all inquiries concerning ESBC or this policy.