

Bridge House Usage

The Bridge House is a small community building, available for the use of all homeowners at The Capes. It contains a single, open room – ideal for meetings or small parties – as well as a small kitchen area, restroom, woodstove, Wi-Fi, and outdoor deck.

The Capes Lending Library is also housed in the Bridge House. The Lending Library contains books, games and puzzles which can be borrowed by residents free of charge, via the honor system. Donations to the library are always appreciated!

Monthly HOA Board of Directors meetings are held in the Bridge House, as well as some committee meetings. When the Bridge House is not otherwise in use, it is available to all homeowners for general use - to access the Lending Library, to use the available Wi-Fi to check email, etc. – or for special usage events, such as birthday parties, showers, meetings, potluck dinners, slumber parties, weddings or receptions.

General Usage: For general, daytime use of the Bridge House to use the Wi-Fi, borrow from the Lending Library, etc., visit the Manager's Office at 605 Capes Drive to check out a key.

Special Usage: Any owner may reserve the Bridge House for special usage*. During reservation times, the Bridge House will not be available for general usage.

To reserve the Bridge House for special usage, the sponsoring homeowner must fill out a "Bridge House Reservation Request" form and pay a \$100 cleaning deposit at least two weeks prior to the requested date. The deposit will be refunded after the event, upon satisfactory inspection by the Manager. Reservation forms can be found on our website at: www.thecapeshoa.org/docs/forms-and-information.

The sponsoring homeowner for the special usage event must be present during the event and is responsible for the condition and cleaning of the Bridge House after the event. Any damage will be billed to the homeowner.

Parking by guests during special events is allowed along the road on Promontory Lane, away from the intersection. Do not block or park on the path to the Bridge House, and parking on Capes Drive is not allowed.

General Rules:

- There is no smoking allowed in the Bridge House or on the decks
- Do not place furniture or waste baskets in front of the wall heaters
- Pets are not allowed in the Bridge House, except Service Animals
- Occupancy limit is 35 persons for any event
- Reservations for special usage must be received by the Manager's office at least two weeks before the requested date
- Please consult with the office staff before using the wood stove

If you have questions, please contact the office:

605 Capes Drive

503-842-8777

ResidentMgr@thecapeshoa.org

www.thecapeshoa.org

***Owners can contact the Manager's office to check Bridge House availability. Priority will be given to regularly scheduled HOA Board and committee meetings.**