

## Clubhouse Reservations

The newest service on the Priestley website is Clubhouse reservations. Log into the Priestley website at priestleymanagement.com and click on Amenity Rentals. Here you can make a reservation, view your reservations and look at the clubhouse calendar.

Select the Reserve Now blue button and start your reservation.

The screenshot shows the website header for 'The Dolphin Bay Homeowners Association, Inc.' with a user profile for 'Diane Heerwagen'. The navigation menu includes Dashboard, Home, HOA Information, My Account, Amenity Rentals, Board Overview, Contact Us, FAQs, and Management Company. The main content area is titled 'Reservation Listing' and includes a note about non-refundable deposits. A table lists amenities, with the 'Dolphin Bay Clubhouse' entry highlighted. The entry includes the address '917 Tarpon Drive, Wilmington, NC 28409' and a detailed description of the clubhouse's features and usage restrictions. A 'Reserve Now' button is visible next to the entry.

Amenity Name	Description
Dolphin Bay Clubhouse 917 Tarpon Drive Wilmington, NC 28409	The Clubhouse is available for use for activities organized by the association or residents and may be reserved by any resident in good standing for their private gatherings. The Clubhouse is equipped with restrooms, a gathering area and a kitchen with a large island. Amenities include a refrigerator, microwave, Wi-Fi, and a large screen Roku TV. Some limited chairs and tables are also available. Note: The Clubhouse is not available for rent or use by organizations for the conduct of business of any kind, including but not limited to meetings, lectures, demonstrations, exhibits, seminars or any other training sessions, even if one or more lot owners are members of such organization.

Click arrows to change week

The screenshot shows a reservation calendar for the Dolphin Bay Clubhouse. At the top, it displays 'Reservation - Dolphin Bay Clubhouse' and 'Minutes to Complete Reservations: 10:00'. Below this, there are controls for 'Max Reservation Time: 8 Hours 0 minutes' and a 'Week' button. A legend indicates 'Available' (white), 'Unavailable' (grey), 'Spaces Available' (green), 'Public Reservation' (blue), and 'Private Reservation' (orange). A 'Number of Guests' dropdown is set to 1. The calendar grid shows dates from Sunday, Sep 03 to Saturday, Sep 09, and times from 08:00 AM to 02:00 PM. A 'Cancel' button is at the bottom left.

Scroll to change time

Click box to select your reservation start date and time

Booking Details - Dolphin Bay Clubhouse

Minutes to Complete Reservation: 9:32

Reservation Date: 09/07/2023	Number of Guests: 1
Reservation Start Time: 10:00 AM	Reservation End Time: 11:00 AM
First Name: Diane	Last Name: Heerwagen
Property Address: 7107 Grouper Court, Wilmington, NC 28409	Billing Address: 7107 Grouper Court
City: Wilmington	State: NC
Zip: 28409	Phone Number: (650) 388-2607
Email: dianecollars@yahoo.com	Reservation Visibility: Public

Please Note : Public Reservations will display your name in your chosen reservation time slot on the reservation calendar. Private Reservations will not.

Security Deposit:  
\$100.00

Notes:

Scroll down in all windows to see additional information and to submit

In the last window, you can pay your cleaning deposit with a credit card. After the event, your card will be credited back if the clubhouse is cleaned.

If you do not have a credit card, you can use the pay later option and send a check to:

Jessica Brunelle  
Priestley Management  
1205 Culbreth Dr Suite 100  
Wilmington, NC 28405