



Amerige Heights

## HOW TO RESERVE THE CLUBHOUSE

1. Contact Action Property Management to place a hold on the date you would like to reserve. You may email [maoc@actionlife.com](mailto:maoc@actionlife.com) or call (949) 450-0202.
2. After the hold has been placed, you will be sent the agreement. You have seven (7) days to submit the completed agreement and payment.
3. Upon receipt of the agreement and payment, a confirmation letter will be mailed to you.
4. The business day before your event, a key code will be emailed to you.
5. The day of your event, a member of the Clubhouse Committee will complete a pre-inspection of the clubhouse with you.

*Please Note: Reservations are first come, first serve. The signed and complete agreement and payment must be submitted within **seven (7) days** of placing a hold.*

If you have any questions, please contact the Manager Assistant Team at [maoc@actionlife.com](mailto:maoc@actionlife.com) or by calling (949) 450-0202.