



**BLACKHAWK**  
PARK • LAKESIDE • RETREAT

## Lock Up Procedures

**ALL MEMBERS USE BLACKHAWK AMENITY CENTER CLUBHOUSE AT THEIR OWN RISK**

- A. Close the blinds and turn off the lights in the great room. Put any moved furniture or decorations back where they were.
- B. Lock all doors when you leave the great room. When exiting the double doors, ensure the door on the right locked at the top and bottom.
- C. Exit through the other door and lock it with the hallway key.
- D. Check the bathrooms for trash, remove it and put a new trash bag if needed.
- E. Clean the kitchen and take all your food and beverages with you.
- F. Dispose of the trash and replace the bag.
- G. All trash must be removed to the dumpster in the front parking lot.
- H. Lock the door, turn off the lights and leave when everything is done.
- I. Exit through the front hallway.
- J. Lock the breezeway door behind you.
- K. Turn off the hallway lights and close the blinds.
- L. Everyone must leave by 11 pm, otherwise the alarm will trigger, and police will be alerted.

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### *Cleaning and Supplies*

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*You will find all the cleaning supplies stored in the closet of the Great Room, located on the right side of the television. These supplies can also be utilized in the kitchen, and they are conveniently kept in a bucket for easy access. For additional toilet paper, paper towels, and trash bags, refer to the upper right kitchen cabinet closest to the sink.*

***NO ALCOHOL – NO EXCEPTIONS***

**THE BLACKHAWK AMENITY CENTER IS FOR USE BY ITS MEMBERS AND THEIR INVITED GUESTS ONLY.**

*For more information, visit our website at [ParkLakesideHOA.com](http://ParkLakesideHOA.com).*

**GOODWIN  
& COMPANY**

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