



BLACKHAWK

Access and Lock Up Procedures

ALL MEMBERS USE BLACKHAWK AMENITY CENTER CLUBHOUSE AT THEIR OWN RISK

Hello and Welcome to the Blackhawk Amenity Center walkthrough! This informational packet is to familiarize residents with the opening and locking up procedures of the amenity center.

Opening:

- Main Entry doors requires the Amenity Center key to enter.
- You will use the key to unlock the door when entering the building and to lock the door when you exit.
- Hallway door does not require the Amenity Center key to unlock when entering. However, you will need to unlock from the inside when exiting (kitchen side).
- Kitchen door requires the Amenity Center key to open.
- You will use the key to unlock the door when entering the kitchen and to lock the door when your event is done.
- Restrooms do not require a key and are open to both your guest and residents using the fitness center. Check for trash, remove it and put a new trash bag, if needed.
- Great Room doors requires the Amenity Center key to enter.
- You will use the key to unlock the door when entering the great room. and to lock the door when your event is done.

(Keep keys with you at all times – doors may lock automatically)

Closing:

***** When your event is done, be sure all your guests have exited the building before closing. *****

- Great Room, before locking the doors, put any furniture or decorations back where they were. (This includes folding tables and chairs from the closet)
- All trash must be removed to the dumpster in the front parking lot.
- All debris must be removed from the floor.
- Close all blinds and turn off all lights.
- Lock the doors when exiting the great room. You will also need to ensure the door on the right is locked at the top and bottom.
- Restrooms must be checked for trash, remove it, and put a new trash bag, if needed.

- Kitchen counters must be completely wiped down and cleaned.
- All food items must be removed from the refrigerator and no dishes should be left behind.
- All trash must be removed to the dumpster in the front parking lot.
- All debris must be removed from the floor.

- Hallway door must be closed as you are exiting the building.

- Main Entry lights should be turned off and doors must be locked when you exit the building.

- Everyone must leave by 11:00 p.m., otherwise the alarm will trigger, and the police will be alerted.

(Keep keys with you at all times – doors may lock automatically)

CLEANING SUPPLIES

You will find all the cleaning supplies stored in the closet of the Great Room, located on the right side of the TV. These supplies can also be utilized in the kitchen. For additional toilet paper, paper towels, and trash bags, refer to the upper right kitchen cabinet closet to the sink.

NO ALCOHOL – NO EXCEPTIONS

THE BLACKHAWK AMENITY CENTER IS FOR USE BY ITS MEMBERS AND THEIR INVITED GUEST ONLY

For more information, visit our website at ParkLakesideHOA.com.

FAQs

How do I reserve the clubhouse?

All reservations are first-come, first-served. To confirm a reservation, we require a signed reservation agreement and a deposit. Amenity reservations fall into two time slots: 8am–3pm and 4pm–11pm. To ensure equal access to our amenities for everyone, homeowners may reserve one or both time slots for a day but are limited to four (4) time slot reservations per year.

What are the rental rates and fees?

Deposits are \$250 for the clubhouse and \$100 for all other amenities.

What is included with the clubhouse rental?

Clubhouse and kitchen. We also have some additional tables and chairs. See

Are there any restrictions for clubhouse rentals?

Amenity reservations fall into two time slots: 8am–3pm and 4pm–11pm. To ensure equal access to our amenities for everyone, homeowners may reserve one or both time slots for a day but are limited to four (4) time slot reservations per year.

Is there parking available for guests?

Yes. Residents may use the Amenity Center parking lot.

Can I bring in outside vendors or caterers?

Yes, they can stay during the confirmed event hours and must take all their supplies with them when they leave, such as chairs and food trays.

What is the cancellation policy?

Cancellations within 30 days of the reservation will result in the forfeiture of 50% of the deposit. Cancellations within 14 days of the reservation will result in the forfeiture of 100% of the deposit.

How far in advance should I book the clubhouse?

No reservations will be accepted within 10 days. Residents may book up to six months out.

What happens in case of maintenance issues or emergencies during my rental?

You may contact the Goodwin & Company emergency line.

Can I decorate the clubhouse for my event?

Yes, you can decorate for your event, but it must be within the clubhouse guidelines.

Are there any noise restrictions or quiet hours?

There aren't specific noise restrictions other than the county's 10 pm noise ordinance for outdoor activities.

Is alcohol allowed?

No alcohol is allowed.

How do I access the clubhouse on the day of my event?

You may access the clubhouse by using the corresponding Amenity Center key provided the week before the event.

Clubhouse - Inventory and Placement

Shelf 1



Shelf 2



Left of Fireplace



Front of Fireplace



Right of Fireplace



Gym Wall



Main Hallway/kitchen

Map Key

-  Trash Cans
-  Key Required
-  Outlets
-  Light Switch
-  Fire Extinguisher
-  Extra Supplies
-  Alarm System

What Does it Include?

Kitchen Access:

- Sink
- Stove/Oven
- Fridge
- Cleaning Supplies (Extra trash bags, paper towels, misc.)

Misc:

- Restroom Access

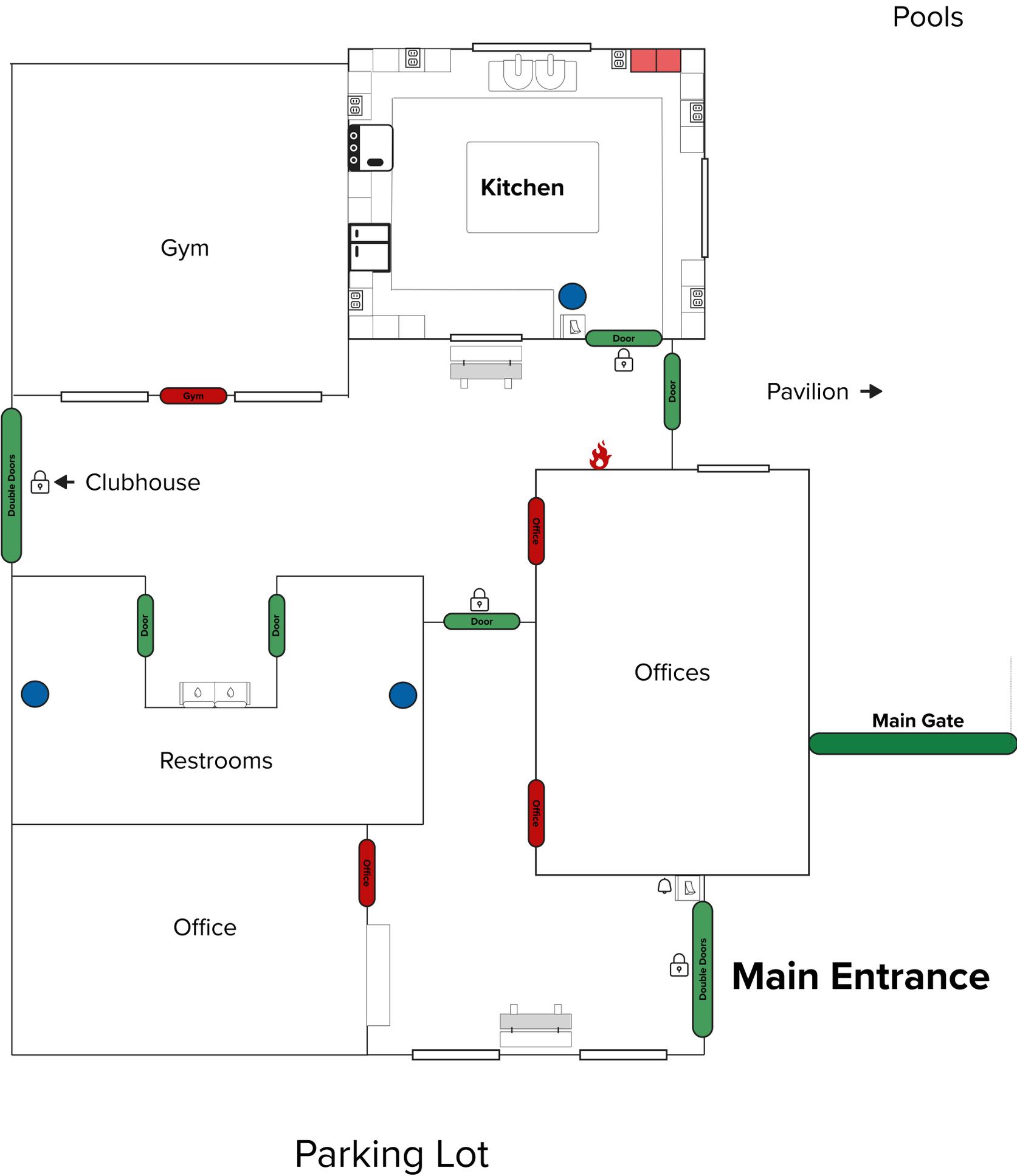
Whats Our Expectation?

Cleaning & Facility Maintenance

- Empty the trash can, replace the bag, and take the trash to the dumpster.
- Remove all food and drink leftovers from the fridge and kitchen.
- Wipe down counters to remove residue and debris.
- Sweep the floors and dispose of debris.
- Ensure no trash is left on bathroom floors.
- Turn off all lights and lock all doors before leaving.

Alarm System

- Do not adjust or use the security system by the front door—it is preset.



Clubhouse

Map Key

-  Trash Cans
-  Key Required
-  Outlets
-  Light Switch
-  Fire Extinguisher
-  Thermostat
-  Alarm System
-  Broom /Dustpan

What Does it Include?

Capacity: 100 People

Storage Closet:

- 3 - 6ft. Rectangular Tables
- 6 - 48" Round Tables
- 1 - 5 ft. Rectangular table
- 56 - Folding Chairs
- Cleaning Supplies

TV Stand:

- Wi-Fi Password
- 1 Remote for TV
- HDMI Cable Access

Whats Our Expectation?

Decorations:

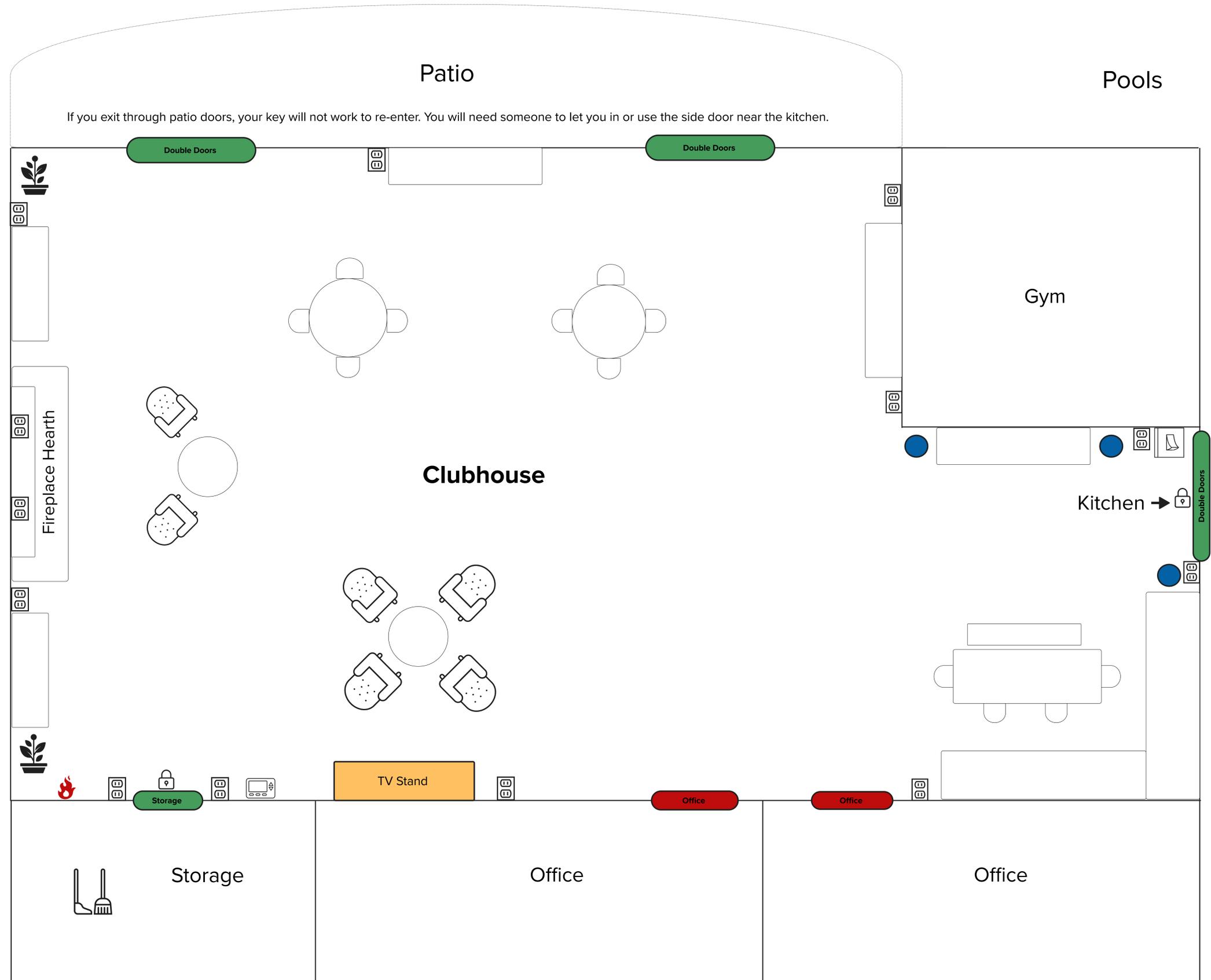
- Do not tape or tack anything to the walls to prevent damage.

Furniture:

- If moved, return all chairs and tables to their original positions, including those from the storage room. Do not move items on the shelves.

Cleaning / Facility Maintenance:

- Trash Cans: Empty trash cans, replace bags, and take trash to the dumpster.
- Lock all doors and turn off lights before leaving.
- Sweep floors, empty dustpans, and clean up any spills.
- Return any props used for patio doors to their original spots.



Pavilion

What Does it Include?

Capacity: 60 People

Furniture

- 6 tables with benches

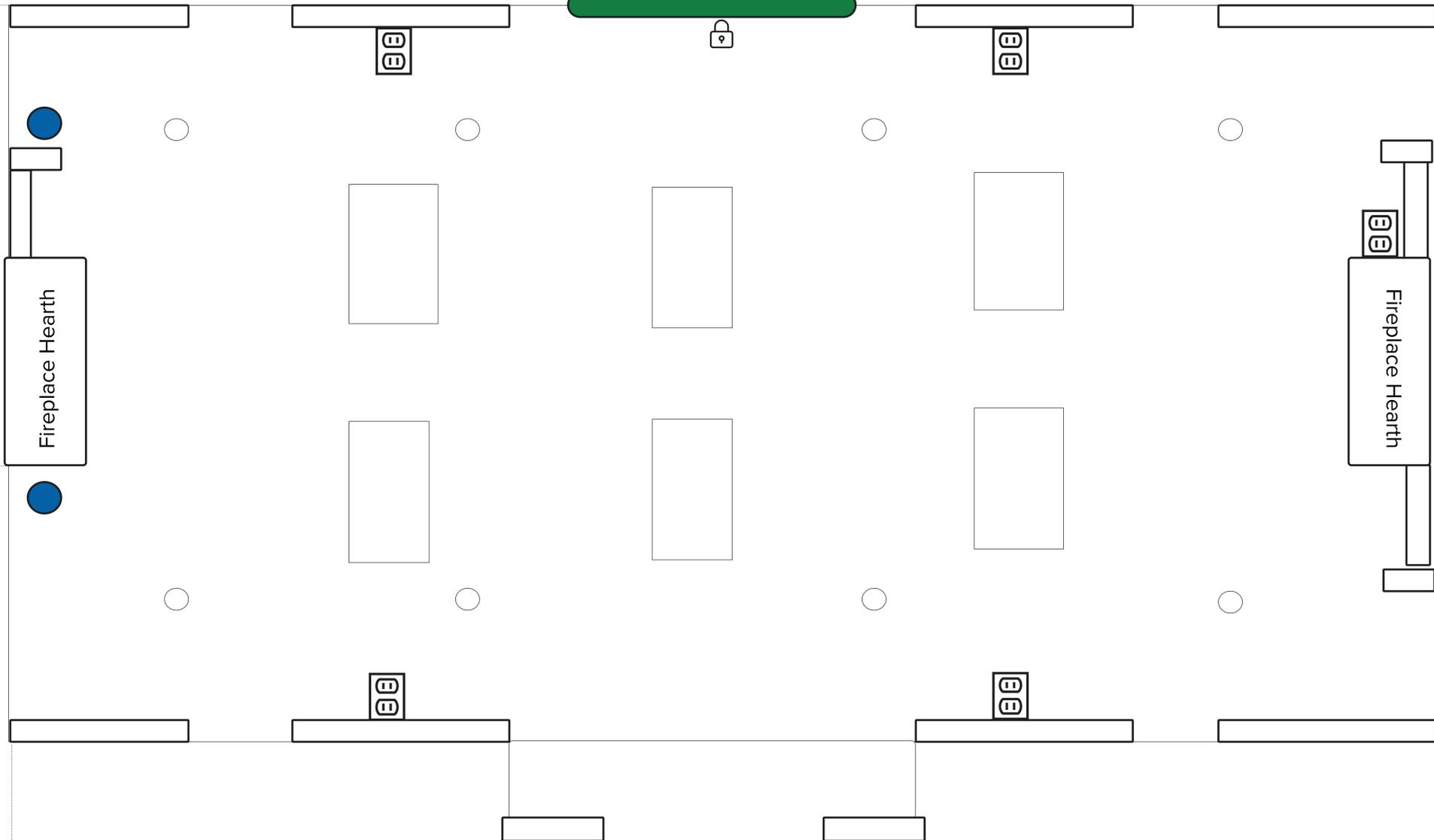
Whats Our Expectation?

Cleaning & Facility Maintenance

- Empty the trash can, replace the bag, and take the trash to the dumpster.
- Wipe down tables to remove residue and debris.

Pools

Event Pool Gate



← Clubhouse



Map Key

- Trash Cans
- Outlets
- Grills

Main Gate

Parking Lot

STORAGE ROOM ORGANIZATION



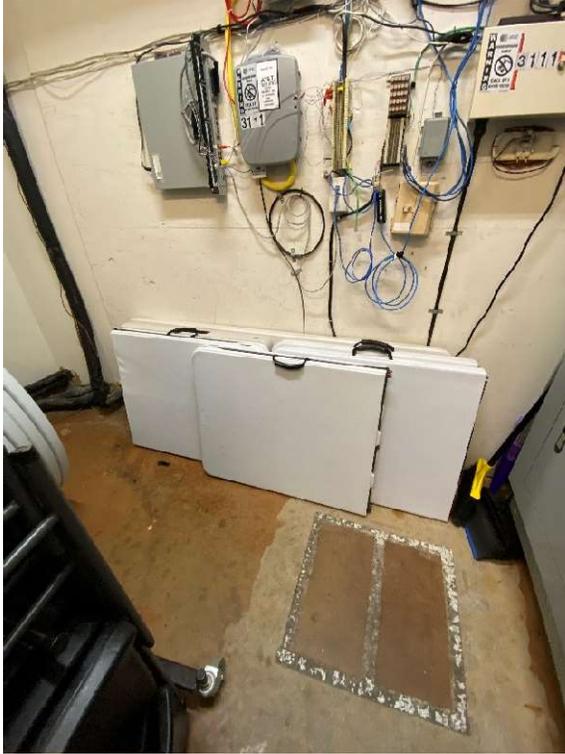
To stack the chairs back onto the stand you must *alternate between adding a chair to the bottom and then to the top.*

There will be 5 chairs per bottom section, and 4 chairs per top section.



The additional chairs will be place in the corner to the left of the entry to the storage closet.

STORAGE ROOM ORGANIZATION

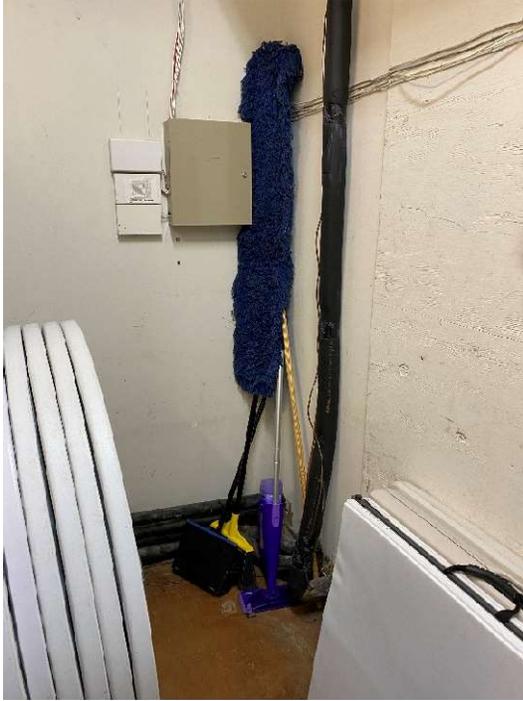


The rectangular folding tables are to be placed in the back of the storage closet against the furthest wall.



The round tables are to be placed in the furthest corner to the back left of the storage closet.

STORAGE ROOM ORGANIZATION



The brooms and Swiffer will also be in the furthest corner with the round tables.