



Standard Operating Procedure: Canoe Club Clubhouse Rental Process

1. Rental Agreement & Booking

- **Agreement Submission:** The resident must complete the CC Clubhouse Rental Agreement found on the Resident Portal at [Fieldstone Resident Login](#) or directly contact a Clubhouse Committee member.
- **Fees and Deposits:** The resident must email their signed agreement to Fieldstone along with mailing two separate checks: a \$250 rental fee **and** a separate \$500 damage deposit. If personal checks are unavailable, the resident can request a "counter check" from their bank branch.
- **Document Retention:** Fieldstone will send a copy of the executed agreement to the Committee. The Committee will store this file in the Drive/Committees/Clubhouse/Signed Rental Agreements folder.

2. Pre-Event Walk-Through (BEC)

- **Scheduling:** Upon notification from Fieldstone that the Rental Agreement and fees have been received, the Committee will schedule a Before-Event Walk-Thru (BEC) with the resident to verify any existing damage.
- **Timing:** Walk-throughs are strictly held the day before the scheduled event.
- **Documentation:** The BEC form can be found on the Resident Portal or within the HOA Clubhouse Drive folder.
- **Resident Records:** The resident should take a photo of the completed, signed form after the walk-through for their personal records.

3. Clubhouse Access & Hours

- **Keyless Entry:** The resident will be provided a temporary keyless entry code to the front door to unlock it on the morning of their scheduled event for setup.
- **Early Access Restrictions:** The resident is not provided access the day before the event, as this constitutes an additional day of use unless they pay an additional \$250 fee.
- **Access Windows:** Authorized access is permitted from 8:00 AM until 11:00 PM. The temporary code will be automatically disabled at 11:00 PM.
- **Manual Access Alternative:** If no access code is provided, a committee member will manually unlock the door the morning of the scheduled day and return to lock it after the event has concluded.

4. Post-Event Activity (AEC)

- **Inspection:** The day after the event has concluded, a Committee member will conduct an After-Event Walk-Thru Checklist (AEC).
- **Form Location:** The AEC form can be found on the Resident Portal or in the Drive Clubhouse folder.
- **Damage Verification:** This walk-through is performed specifically to verify that no damage occurred during the event.

- **Resident Copy:** A copy of the signed AEC form will be sent directly to the resident.
- **Damage Protocols:** If damage is noted, the form will be sent to Fieldstone. Fieldstone will then notify the resident regarding the cost of repair(s).

5. Current Committee Members

Name & Title	Phone Number	Email Address
Angie Barnett, Chair	678-221-8158	abarnett704@gmail.com
Beverly Thomas Black	404-345-4803	simonesamara8692@gmail.com
Tom Kowalewski	404-433-4232	tomkatl@me.com