

Clubhouse & Pool Reservation System

Provided by Sixes Management Company

Reservations for the use of the Clubhouse and the Pavilion by a Providence Lake resident can be made via the Sixes Portal (Reservations Tab).

Reservations for use of the Clubhouse and Pavilion must be made at least 3 days in advance, but no further than 6 months in advance. If there are extenuating circumstances that require the Clubhouse to be reserved for use in less than three days, the Committee Chair or Board Members can contact Sixes and request that this be done.

- Lena Davis: Lena.davis@sixesmanagement.com; 678-905-4465
- Jessica Rowlison: Jessica.rowlison@sixesmanagement.com; 678-809-5662

While reservations no longer require residents to make a cleaning/damage deposit, they are responsible for any expenses related to the cleaning of the clubhouse and repairs for damages that may be deemed necessary. (These expenses will be charged to the resident's account with the management company and treated as any other outstanding amount that is owed to the HOA.)

Once your reservation is complete, please contact clubhouse@plha.org to arrange to pick up the key.

Once the key to the clubhouse is returned and it is determined that it is clean and in good repair after the event, the Clubhouse Chair will notify you that you no longer have any outstanding responsibilities regarding the use of the clubhouse. Should the clubhouse not be properly cleaned or there are damages, photos will be taken and provided to Sixes & the resident to support the charges to the resident's account.

The reservation system will send an email notification to the following email recipients when a reservation is made:

- Clubhouse@PLHA.org
- Pool@PLHA.org

When the Clubhouse is needed to be reserved for official HOA business (Board Meetings; Community Meetings, etc.), reservations are to be made by sending an email to Lena Davis, with a copy to Jessica Rowlison.

In order to be cleared of any expenses related to the clubhouse use, the following is expected of the resident reserving it:

A) Cleaning which includes the following:

1. Wiping down all counters and tables
2. Emptying the refrigerator/freezer. Make sure the interior and exterior is free of any spills, stains, streaks.
3. Vacuuming the carpets, as well as sweeping and mopping the wood floors.
Please ensure any spills, stains, crumbs are all thoroughly cleaned up.
4. Ensure the bathroom is clean.

B) Garbage must be bagged and placed in the waste/recycling containers outside, or taken home for disposal.

C) Please turn off all lights, TV and the ceiling fan. Make sure no faucets or toilets are running water.

D) If the fireplace was used, ensure the gas is turned off and the key returned to the proper drawer.

E) Lock all windows and exterior doors.

Other Notes:

- System Parameters include
 - The minimum number of days in advance a reservation must be made.
 - The maximum number of days in advance that a reservation can be made.