

Parkside Welcome Packet

If you are new to Parkside this is where you need to start learning about living in our community! We hope you enjoy living in this community where we strive to maintain comfortable and clean surroundings. Please take time to review this packet of information regarding rules at Parkside.

Contents

This packet is divided into a number of topics listed below and arranged in the order listed:

- Highlights
- General Clubhouse Rules and Conditions of Use
- Great Room (Kitchen Included) Rules and Reservations
- Great Room (Kitchen Included) Cleaning & Checklist
- Exercise Room Rules and Cleaning
- Pool Rules
- Theater Rules, Reservations, and Cleaning
- Parking
- Homeowners Insurance

Parkside Welcome Packet

Highlights

The following are a few highlights of what is expected of each resident:

- The Parkside HOA website is www.PSHOA.net. Please refer to the site for news, CC&R's clubhouse reservations, parking and other items about living at Parkside.
- The Parkside HOA will be transitioning over to www.PayHOA.com website for its administrative database such as for paying dues, requesting maintenance, and tracking owners/renters.
- HOA fees are due the 1st day of each month. Late fees and interest begin accruing if payment is not received by the 10th. Townhome fees are \$195 per month and Twinhome fees are \$130.00 per month. An additional fee for high speed internet is only \$25.
- A signed clubhouse agreement form is required before anyone may use the clubhouse. The use of the clubhouse is for the exclusive use of owners/residents and their guests. Owners/residents must be present with their guests at all times. Never loan your clubhouse key to anyone. It is for your household only. No one under 18 is allowed to use clubhouse facilities without a resident parent or guardian present. Violators may be fined and lose clubhouse privileges.
- Clubhouse access is controlled by a key card. There is a \$50 fee to replace a lost key or reactivate the key card if deactivated for any misuse or breaking of any rules. This includes but is not limited to delinquent HOA fees, missing clubhouse agreements, loaning out your key card, or misusing or abusing the clubhouse in any way (by you, your renter, or any of your guests). Please report lost or stolen keys to maintenance@pshoa.net.
- Dumpsters are emptied on Tuesday and Fridays. Dumpsters are for bagged household trash only! Please flatten boxes. Carpet, furniture, and anything else that doesn't fit in a garbage bag or is hazardous cannot be dumped in the dumpsters. Never leave anything next to dumpsters and close lids. Failure to adhere to this may result in a \$50 minimum fine.
- Parking passes are \$35 per year (Jan – Dec) and are required for parking overnight in the parking lots. Only one pass is available for each townhouse and it is not transferable. Parking passes become invalid when an owner/renter move out. Please contact Guardian Towing if you get booted for a missing or invalid parking pass.
- Parkside Drive is a city street. Rexburg winter parking laws do not allow any overnight parking on Parkside Drive between December 15th and March 1st. Violators could get ticketed and/or towed by the city of Rexburg.
- Please be courteous to your neighbors. Keep the area around your home free from toys, bikes, trikes, pet damage, or any garbage and hazards every night.
- Do not store personal property in common areas.
- Clean up after your dogs or you will be given a \$50 fine. Dogs must be on leash and under owner's control whenever they are in the common areas.
- The HOA is responsible to maintain exteriors of all buildings. To report a maintenance problem or to ask a maintenance question email maintenance@pshoa.net.
- You are not allowed to modify or change anything on the exterior of your townhouse including but not limited to door handles, hose faucets, and exterior electrical covers.
- Keep BBQ grills 10 feet or more from buildings or fences. You will be held liable for any damage a hot grill causes including melted siding, fences or fire.
- Grills are never allowed on upper walk out decks due to fire hazard.

Parkside Welcome Packet

General Clubhouse Rules and Conditions of Use

A signed clubhouse agreement form is required before anyone may use the clubhouse. The clubhouse and its areas are for the exclusive use of Parkside homeowners/residents and their guests.

- Clubhouse access requires a key card. A key/card agreement must be signed by each resident in order to use a key to the clubhouse. One per unit only. Forms can be found @ www.pshoa.net
- Never loan out your key. It is for your household only. This will result in the key card being deactivated.
- An adult (18 years or older) owner/resident must remain in the clubhouse (including exercise room, pool and hot tub, and theater room if they have minors or guests in the clubhouse. The key card must never be in the possession of a minor. This may result in the key card being deactivated.
- Violation of the rules, delinquent HOA dues, unpaid cleaning fees, or other issues relating to the misuse of the clubhouse may result in access being denied to the homeowner (and their renters). Reinstatement of clubhouse access will be given when a resolution of issues including any fines are reached with the HOA Board.
- The clubhouse is open from 6:00 am. to 11:00 pm, Pool hours are 8:00 am. to 10:45 pm.
- The clubhouse manager is a resident at Parkside, and oversees scheduling the great room and theater, maintaining the restrooms, overseeing the day-to-day activity of the clubhouse. Contact information is posted in the clubhouse.
- The Great Room (which includes the kitchen) and Theater must be reserved prior to use. See Great Room Reservation and Theater Reservation below. The pool, exercise room, hot tub and dressing/rest rooms may not be reserved.
- Shirts and shoes are required in the social areas of the clubhouse.
- Do not sit on the clubhouse furniture if you are wet or dirty from swimming, exercising or other activity.
- Please keep noise, music, and TV to a low level so others may read and relax.
- Please use clubhouse facilities in turn if others are waiting.
- No alcohol or smoking/vaping is permitted in any of the clubhouse areas.
- No pets of any kind are permitted in the clubhouse at any time.
- Food and beverages are allowed in the great room and theater. Use proper care and leave the area clean when you are finished. (See cleaning checklists.)
- Do not run or roughhouse in the clubhouse. No standing, climbing or jumping on furniture.
- Each user is responsible for their own use of the clubhouse and clean up.
- Owners are responsible to inform their guests/residents of clubhouse rules.
- An inventory list of all furniture, appliances, and sound accessories etc. in the clubhouse will be checked after use. Damaged or missing items will be repaired or replaced at the expense of the owner/resident. Costs to be billed to responsible party by the HOA.
- Do not allow people to enter the clubhouse if they don't have a key card. If they are waiting for an owner to come, they must wait outside.
- Video cameras are located in the clubhouse great room, theater, and pool. Activities are recorded on tape and rule violations are dealt with properly.

Parkside Welcome Packet

Great Room (including Kitchen) Rules

The following are rules for use of the great room and kitchen for private functions.

- Reservations are required to use the Parkside Great Room (and kitchen). A great room reservation is defined as reserving the great room and kitchen only; excluding bathrooms and changing areas, swimming pool, exercise room, and theater. (see Clubhouse Theater Room Reservations for reserving the theater).
- Use of clubhouse facilities for any type of business activity is not permitted. This includes all types of sales events and fee related activities.
- Reservations must be made online by a Parkside homeowner/resident at meetme.so/PSClubhouse. Follow the simple directions for reserving the great room.
- The great room may not be reserved more than four months in advance. Special arrangements will be considered for holidays in order to accommodate demand. A reservation can be for no more than 5 hours. All event preparation and cleanup must be included in the reservation time.
- The adult owner/resident must be in attendance during his/her function at all times.
- The owner/resident is responsible for the conduct of all guests or invitees and is personally liable for any damages caused by them. If your function lasts past 11:00 pm., you must obtain advanced permission. No one can be in the pool after 10:45 pm.
- Decorations may be attached to walls using painters tape only to prevent damage to paint. Scotch, transparent, masking, duct or similar tape should not be used. Pins, tacks or any device which penetrates wall shall not be used and will result in a fine if used. Hanging decorations from light fixtures is strongly discouraged. A step stool is located in storage room for your use and safety.
- The clubhouse must be left clean and in orderly condition. The cost to repair, clean, or replace damaged items will be billed to the owner or resident. The cleaning check list is posted on the fridge for your use. The HOA will charge the owner or occupant \$50.00 minimum if cleaning is required. A lien will be filed against the unit for any cleaning or repair bill not paid within 30 days.
- Report any misuse or malfunctioning equipment to the maintenance at maintenance@pshoa.net. The equipment is owned by the home owner's association and will have to be repaired or replaced at the expense of the user.
- Cameras are located in the clubhouse. Activities are recorded on tape and rule violations are dealt with properly.

Parkside Welcome Packet

Great Room (Including Kitchen) Reservations

Great room reservations can be made online by computer, tablet device, or smart phone. A great room reservation gives you exclusive use of the great room and kitchen area for you and your guests. All other facilities of the clubhouse are not included in the reservation.

How to Make a Great Room Reservation

1. Go to the Parkside HOA web site at www.PSHOA.net.
2. On the menu bar select **Clubhouse** followed by **Great Room Reservations** on the submenu.
3. On the opened web page review Great Room Reservations information and click the **Reservation Link**.
4. Select the length of your desired reservation from 30 minutes to five (5) hours.
5. Select the date for the desired reservation.
6. Select the desired start time from the list of available start times. If the time you want is not listed, your reservation is in conflict with a current reservation. You will need to select another time.
7. Enter your unit address in the Subject field.
8. Enter your name in the Name field.
9. Enter your email in the Email field
10. Please enter your contact phone number in the notes. You can also add any additional information that you may deem important to the Clubhouse manager.
11. Reservations with invalid unit numbers, different resident names on current HOA contact list, or missing clubhouse agreements forms, will be canceled.
12. You can add this reservation to your personal calendar if you want.
13. Your reservation is now complete, will show up on the reservation calendar, and a confirmation email will be sent to you.

You can cancel or change your reservation from the links in the confirmation email that is automatically generated and sent to you.

Remember that you are responsible for any damage done by you and/or your guests. The clubhouse great room, pool area, and theater room are monitored by closed circuit TV.

If you have any questions, contact the HOA:

- **Email psboard@pshoa.net.**
- **Call (208) 403-0052 and follow the prompts to leave a message.**
- **Visit the HOA website for additional information at www.pshoa.net.**

Parkside Welcome Packet

Great Room (Including Kitchen) Cleaning Check List

When reserving the clubhouse, I **understand and agree** that I will clean the clubhouse afterwards as outlined below. I also understand that I will be held liable for any damages done while using the clubhouse. Failure to complete any of the following items may result in a \$50 or more cleaning fee and loss of clubhouse access and key card deactivation.

- Sweep floor.
- Wipe counter tops and sink.
- Remove all food from fridge and freezer.
- Wipe table.
- Straighten table/chairs.
- Straighten furniture.
- Vacuum carpets and mop floor if needed.
- Empty all trash to outside dumpster.
- Shut patio door tight.
- Remove all decorations and tape (painters tape is recommended)
- Return great room furniture to it prior layout.

NEVER USE pins or transparent tape to hang decorations.

Parkside Welcome Packet

Theater Room Rules and Reservations

The following are rules for use of the great room and kitchen for private functions.

- Reservations are required to use the Parkside Theater room. A Theater room reservation is defined as reserving the Theater room only; excluding bathrooms and changing areas, swimming pool, exercise room, and Great Room. (see Great Room (including kitchen) Reservations for reserving the Great Room).
- Use of Theater room for any type of business activity is not permitted. This includes all types of sales events and fee related activities.
- Reservations must be made online by a Parkside homeowner/resident at <https://go.oncehub.com/PSTheater>. Follow the simple directions for reserving the Theater room.
- The Theater room may not be reserved more than 10-days in advance. A reservation can be made for no more than 3 hours. All cleanup must be included in the reservation time.
- The adult owner/resident 18 years of age or older must remain in attendance during the function at all times. Never leave children unattended in the Theater room.
- No one may horseplay or jump on the furniture inside the Theater room at any time.
- Do not remove furniture from the Theater room for any reason.
- The owner/resident is responsible for the conduct of all guests or invitees and is personally liable for any damages caused by them. If your function lasts past 11:00 pm., you must obtain advanced permission.
- No one may horseplay or jump on the furniture inside the play Theater at any time.
- The clubhouse must be left clean and in orderly condition with the furniture rearranged to the way it was. A vacuum is also provided in the Great Room equipment room for your use.
- The cost to repair, clean, or replace damaged items will be billed to the owner or resident. The HOA will charge the owner or occupant \$50.00 minimum if cleaning is required. A lien will be filed against the unit for any cleaning or repair bill not paid within 30 days.
- Report any misuse or malfunctioning equipment to the maintenance at maintenance@pshoa.net. The equipment is owned by the home owner's association and will have to be repaired or replaced at the expense of the user.
- Cameras are located in the Theater room. Activities are recorded on tape and rule violations are dealt with properly.

Parkside Welcome Packet

Theater Room Reservations

Theater room reservations can be made online by computer, tablet device, or smart phone. A great room reservation gives you exclusive use of the great room and kitchen area for you and your guests. All other facilities of the clubhouse are not included in the reservation.

How to Make a Theater Room Reservation

1. Go to the Parkside HOA web site at www.PSHOA.net.
2. On the menu bar select **Clubhouse** followed by **Theater Room Reservations** on the submenu.
3. On the opened web page review Theater Room Reservations information and click the **Reservation Link**.
4. Select the length of your desired reservation from 30 minutes to three (3) hours.
5. Select the date for the desired reservation.
6. Select the desired start time from the list of available start times. If the time you want is not listed, your reservation is in conflict with a current reservation. You will need to select another time.
7. Enter your unit address in the Subject field.
8. Enter your name in the Name field.
9. Enter your email in the Email field
10. Please enter your contact phone number in the notes. You can also add any additional information that you may deem important to the Clubhouse manager.
11. Reservations with invalid unit numbers, different resident names on current HOA contact list, or missing clubhouse agreements forms, will be canceled.
12. You can add this reservation to your personal calendar if you want.
13. Your reservation is now complete, will show up on the reservation calendar, and a confirmation email will be sent to you.

You can cancel or change your reservation from the links in the confirmation email that is automatically generated and sent to you.

Remember that you are responsible for any damage done by you and/or your guests. The clubhouse great room, pool area, and theater room are monitored by closed circuit TV.

If you have any questions, contact the HOA:

- **Email psboard@pshoa.net.**
- **Call (208) 403-0052 and follow the prompts to leave a message.**
- **Visit the HOA website for additional information at www.pshoa.net.**

Parkside Welcome Packet

Pool Area Rules

NO LIFEGUARD WILL BE ON DUTY

Swimming pool and hot tub is AT YOUR OWN RISK!

Hours and Access

- The pool and hot tub hours are from 8:00 AM to 10:45 PM. These hours are strictly enforced and the doors to the pool area automatically lock at 11:00 PM.
- Occasionally the pool and hot tub may be closed for routine maintenance and cleaning.

Food and Beverages

- No food or drink is allowed in the pool or hot tub areas except for water in unbreakable plastic containers.
- Alcohol and tobacco use is prohibited in the clubhouse and pool areas.

Children Use

- For safety reasons, no one under 18 years of age is allowed in the pool area unless accompanied by an adult owner/resident/guest.
- No one under 14 years of age is allowed to use the hot tub.
- No children in diapers are allowed in the pool. Children in special swim diapers designed not to leak are acceptable according to Health Department Regulations.
- Do not leave children into the pool area unattended.

Attire for Pool and Hot Tub

- Proper swimming attire must be worn while in the pool and hot tub. No cut-offs or jeans, etc. are allowed.
- No jewelry is permitted. Please remove jewelry prior to entering.
- Remove all bobby pins and other metal hair accessories prior to entering. These accessories damage the pool vacuum and cause permanent rust spots in the pool and hot tub.

Conduct

- No running in pool area.
- No diving
- Do not run or roughhouse in the pool area.
- Do not spit in the water or splash excessively.
- Battery operated musical devices may be taken into the pool area as long as they do not disturb other residents. Earphones are preferred.
- Swimming lessons are not permitted.
- Toys, accessories, and other items that are appropriate and meant for swimming pool use are permitted. Other items not meant for use with swimming are not be allowed in the pool or hot tub.
- When you are wet please access the pool and hot tub through the rest/dressing rooms.

Safety

- The pool is equipped with a life ring and a safety hook. These are important pieces of safety equipment and should never be used or removed from the area except in an emergency.
- Be sure all pool access doors are locked when leaving to protect children from accidental drowning

Parkside Welcome Packet

Pool Area Rules (Continued)

Miscellaneous Pool Rules

- Any person having any apparent skin disease, sore or inflamed eyes, cough, cold, nasal or ear discharge or any communicable disease shall be excluded from the pool.
- All individuals will take a shower before entering the pool or hot tub and will provide their own towels.
- Leave ceiling fans on except over the hot tub.
- The RED emergency button by the hot tub should be reserved for use only in times of EMERGENCY. Pushing this button causes a complete shutdown of hot-tub operations.
- No pets of any kind (service animals excluded) are allowed in the pool area. The owner/resident may be assessed a \$75 fine for the first offense. Subsequent offenses may result in suspension of clubhouse privileges.

Parkside Welcome Packet

Exercise Room Rules and Cleaning

- The exercise room hours are 6:00 am to 11:00 pm.
- Exercise equipment has many moving parts and pinch points. For their safety, children are not allowed in exercise room. No one under 16 years old is allowed on the exercise equipment. Minors must be accompanied at ALL times by an owner/resident adult.
- Wipe down exercise equipment after use.
- Do not move equipment.
- Turn off TV when leaving.

Report problems to maintenance@pshoa.net



Parkside Welcome Packet

Homeowner's Association Insurance Information

Homeowner's Association Insurance covers the exterior property --- roofs and exterior walls.
The insurance carrier is:

Archibald Insurance Company
Gary Archibald, Executor

135 W Main Street, PO Box 96
Rexburg, ID 83440

Office: (208)-356-4411, ask for J'Lean
Emergency Contact: J'Lean Wadsworth (208)356-5112

Each homeowner is responsible for personal insurance coverage of interior walls and contents.