

## ALTAMIRA MANAGEMENT ASSOCIATION NO. 1

### INSTRUCTIONS AND PROCEDURES FOR SUBMITTING A RESERVATION REQUEST

1. A RESERVATION REQUEST MUST BE SUBMITTED AT LEAST 14 DAYS IN ADVANCE AND NOT MORE THAN SIX MONTHS HENCE.
2. Access the reservation CALENDAR on the website to determine if the date you want is OPEN.  
[www.altamiraonehoa.com](http://www.altamiraonehoa.com)
3. Get and complete forms on website, or request from Lindsay Management Services. (or from INFO box at Clubhouse).
4. Review rules and responsibilities of the HOST. (OWNER and/or TENANT HOST).
5. Complete the first two pages of the reservation request form.
6. Obtain any required PROOF OF LIABILITY INSURANCE for use of ALCOHOL, INFLATABLE PLAY TENTS, CATERING, OR PARTY FOOD OR SUPPLIES.
7. Write a Cashiers Check or Money Order (Owner or Tenant Host) made out to ALTAMIRA MANAGEMENT ASSOCIATION # 1, in the amount of \$300.00 for the security deposit to cover, as needed, any post-event extraordinary cleaning or damage repair or replacement. The check will be deposited and a new check of \$300 or a balance, depending if damages were accrued, will be returned up to 14 business days after event.
8. Submit reservation form pages 1 and 2, Proof of Liability Insurance and your check to the attention of Altamira Management #1 at Lindsay Management Services at 6126 Innovation Way, Carlsbad, CA
9. Committee or LMS will verify the Owner has signed the forms and submitted the security deposit and that Proof of Insurance is complete and adequate. If the HOST is a tenant, LMS must have the tenant registered with the Association, and Owner must agree to be responsible by assigning power of attorney to tenant.
10. Incomplete requests will be denied and HOST notified by email or telephone. **The completion of the forms, proof of insurance (if applicable) and the check reserves the clubhouse. First come first served basis.**
11. LMS will notify the designated Association person (Clubhouse monitor, Board member or Web Master) that the Request is ready for pick-up or will email pages 1 and 2, proof of insurance and USPS mail check, and the event will be calendared.
12. The CLUBHOUSE KEY and Check Off List will be made available to the HOST on day of the event. The key will be left in the key box outside the clubhouse and the checkoff list will be on the bulletin board inside the clubhouse.
13. In FUTURE the KEY FOB will be activated on the day of the event for the property address to have access to the clubhouse for only the date of the event and the clean-up.
14. The HOST will perform the clean-up duties no later than 10 PM of the same day of the event. Failure to complete cleaning will result in forfeiture of all or part of the security deposit. The clean-up form must be completed on EACH LINE with an initial of the person cleaning.
15. The CLEAN-UP FORM AND THE KEY **MUST BE DEPOSITED in the BLACK BOX** located near the front entry door inside the clubhouse.