

12/5/2023

Meeting called to order at 6:06

Michael stated and Andrew confirmed that this meeting was called to focus on clubhouse issues only.

Roll call: Chairman Andrew Pomeroy, Commissioner Michael Malecha, Treasurer Jamie Dow, Clerk Alison Scott, Georgette Bachelder, Sandy Estep

Andrew update...Updates have been made, occupancy permit has been received for both the first and second floors.

Good to go for functions. Additional spruce ups can be done in the next year. Expensive stuff should be items should be discussed later if they require warrant articles. The board is interested in the input from Sandy and Georgette in relation to the needs for the community, As far as other spruce ups

This meeting is to discuss additional improvements and upgrades that are wanted in the near future. Michael asked if we could reference the document below to keep up on track...

Clubhouse Rental

- A) Charges: personal use vs community use.
Recommendation – community use is not charges.
- B) Need contract with charges for rental, rental deposit and security deposit.
Recommendation – accept draft agreement provided in May, charge for out of community rental fee and deposit of \$150 each was approved in May per minutes – no decision was taken for in-community rate, suggest \$75
- C) If use of clubhouse is for event open to all PLVD residents there is no charge.
As per above – Recommendation – Community use is not charged.
- D) Need for contract with set charges and cost for deposit to hold date.
As per above – Recommendation – accept draft agreement provided in May
- E) Cleaning – How much to charge by whom? / Add cleaning cost to rental cost?
Renter will remove all trash or be charged. Action Item, get a local cleaning estimates and minimal cleaning would be included in the rental fee
Recommendation – pay for hired cleaning and withhold cost from damage deposit
- E) Cleanup after community event by residents attending.
Recommendation – agreed.
- F) add cleaning cost to rental cost? Renter will remove all trash or be charged.
Recommendation = pay for hired cleaning and withhold cost from damage deposit – make sure deposit is called “damage and cleaning”

Alcohol Policy

- A) Cover with individual insurance.

Recommendation – provide a standard insurance binder type form to be completed for each rental where alcohol will be present as prepared by our insurer

B) Hire policeman

Recommendation – discuss with our insurer and with Webster PD

C) In event of accident coverage by district insurance.

Recommendation – conform feasibility with our insurer

3. Needs to be money budgeted for social event supplies:

- A) Toilet paper, paper towels, cleaning supplies, coffee, sugar and cream, cups, plates, silverware as normal expenses. (district events only) (If supplies are needed, Georgette and Sandy will be reimbursed up to, but not to exceed \$150. Of receipts of these

purchased

Recommendation – to be paid from rental proceeds

- B) Decorations and like items such as Easter eggs, piñata etc.

Recommendation – to be paid by specific event organizer(s), retained for subsequent years

4. What is necessary tidy up of clubhouse?

Recommendation – clarify the question

5. What chores need to be done before clubhouse use? Painting vs. cleaning or the like.

Recommendation – tour building and make a list for immediate, longer term

6. Will PLVD Commissioners Ok for Clubhouse manager(s) i.e. Georgette or Sandy will have Key in their possession at all times for access to Clubhouse at any time to facilitate cleaning, showing clubhouse to potential rentals, decorating, prepping for events? This would save disturbing Commissioners for the key.

Recommendation – accept George and/or Sandy as Clubhouse (co-) Managers and provide Them Access keys, spell out expectations of role in terms of authority for contracting and responsibilities for cleaning, protection of facility, ect.

Sandy suggests a drop box and renter can have the key for the event and leave the key in drop box after event. Clubhouse needs to have a walk through prior and post event. Any damages will require pictures reported to the renter if security deposit will be forfeited.

7. Who would be responsible for booking all rentals including open events for all PLVD residents – Georgette / Other? Suggestion, White board or Calander on display outside of the office. All inquiries will be sent to Georgette or Sandy to schedule. Jamie suggests a separate email be established for rentals. Andrew agrees if we have an excess of requests this may work, but not necessary at this point. Georgette and Sandy would like to do the Cookie Swap and Adult Community Christmas Party. They will revisit the proposal of managing rentals, after the first of the year.

As per above – Recommendation – accept Georgett and/or Sand as (Co-) Managers

8. Advertising of clubhouse for rentals.

- A) Where? Recommendation – Leave this to the Manager(s), any cost to be paid from the rental proceeds.

Share on the Webster Facebook page and website.

9. Establish a social committee.

- A. Social committee may sponsor raffles or other fund raising to defray cost of event

Recommendation – Leave this to the Manager(s), any costs to be paid from rental proceeds and revenue to be held in maintenance fund.

Recap

Alison will check with Cleaner... Minimums and hourly charge

Micheal will check contract and be sure it specifies Damages and Cleaning

Jamie check with Primex for Binder template

Michael will talk to Police Chief in regards to having Alcohol at parties

Village Events no charge - Outside Pillsbury \$150 -We need to establish a community cost... TBD

Meeting Adjourned 7:15