

# CLUBHOUSE COMMITTEE GUIDELINES

*Since we belong to a KO-OP, personal mileage will be reimbursed only with the prior approval of the Board of Directors. Any expenditure over \$500 will need to be Board approved. All expenditures must be okayed in writing by the Committee Chairperson. This includes purchases with cash expenditures from petty cash. If NOT APPROVED in writing before the purchase, the buyer WILL NOT be reimbursed.*

## DUTIES

1. SEASONAL SET UP: This Committee is responsible to ensure that the tables are set up for seasonal use no later than the first November Board Meeting. Diagram in the Clubhouse Binder. The pool cover is brought out from storage. Chairs and umbrellas are set out on patios.
2. CLEANING: The Committee will do a thorough cleaning of the Clubhouse at the beginning of the season prior to Thanksgiving and again before the Annual General Meeting in February, as needed. The checklist is in the Clubhouse Binder which will be provided to the new chairperson.
3. HOUSEKEEPING: This Committee is responsible for housekeeping duties in the common use areas with the following exceptions.
  - a. Duties normally assigned to the Manager and Assistant Manager are - take care of the pool side bathrooms, clubhouse bathrooms and clubhouse floors.
  - b. Hosts of various activities are to have a clean-up crew and it is their responsibility to clean up following their event, including emptying the garbage and making sure the floor is clean. Damp towels should not be put in the buckets under the sink UNTIL they are dry. It is the hosts' responsibility to see that the laundry is done and returned to the kitchen following their event.
4. DECORATING: Clubhouse decorations for tables and holidays are handled by Clubhouse Committee. Nothing is to be attached to the walls or hung from the clubhouse ceiling without prior approval of the Committee Chair or Co-Chairperson.
5. ANNUAL GENERAL MEETING SET UP: Diagram in Clubhouse Binder.
  - a. Set up two eight foot tables and one five foot table or as otherwise instructed by the KOFA president.
  - b. Set up two eight foot registration tables.
  - c. Set up one table for parliamentarians and timer.
  - d. Separate dining tables to allow for more seating.
  - e. Set up additional chairs for more seating.
  - f. Table cloths are to be removed for the AGM, to protect them from ink.
6. SEASONAL TEAR DOWN: The Committee will ensure that the patio chairs and umbrellas are stored for the summer. Gazebo covers SHOULD NOT be removed. Metal flowers are to remain outside all year.

## GENERAL INFORMATION

7. This Committee supervises all clubhouse furnishings, kitchen equipment big or small. NO items shall be discarded without prior committee approval.
8. KOFA KITCHEN is not be used for personal use by Leaseholders or Guests.
9. The Chairperson informs the Board Liaison of all meetings and decisions of the Committee.
10. This Committee presents a written report at monthly Board Meetings (as needed) and a report at the Annual General Meeting.

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- 11. The Committee Secretary or designated person will take minutes at all meetings.
- 12. The Committee maintains a good working relationship with the Activity Committee.

Surplus Property Disposal will now be the responsibility of the Committee for those items on the Inventory list pertaining to the Clubhouse Committee. If the Committee, with Board approval, decides that an item of property is surplus, they shall allow all Leaseholders in the Park to bid on its purchase. Notices are to be placed on the bulletin board for one week prior to disposition. If there is no acceptable Leaseholder bid after one week, the Committee, with Board approval, shall allow all Guests in the Park one week to bid on the purchase. Bidding shall be appropriate to the item being sold.

Committee Chairperson

Date

Board Approval

Date