

Laundry Committee Restrictions and Guidelines

Restrictions:

Any reimbursement for personal travel, mileage or expenses, must be approved in advance by the Board of Directors.

All expenditures must be approved in writing by the committee liaison board. Member before money is spent. This includes purchases with cash expenditures from petty cash.

If not approved in writing before hand, the member will not be reimbursed.

Guidelines:

The executive committee will be made up of a Chairperson, a Co-chairperson, and a Secretary.

The committee is responsible for collecting and counting coin box proceeds. The committee Chairperson, or Co-chairperson, and at least one Committee member will empty the coin boxes biweekly during the peak season (December through February) and once a month or as needed during the off-season.

Coin boxes will not be opened by less than two Committee members. When available, these two members should include the Chairperson and the Co-chairperson. If they are not available, the Kofa office manager will open the boxes with the assistance of one other Committee member. If no Committee members are in the park, the Kofa manager will choose at least one leaseholder to assist in money counting.

Coin box keys will be kept in the office safe.

The meters on the machines will be read at the time of emptying the coin boxes and noted in a log and compared with the money collected.

Two or more Committee members will count and wrap the coins and deliver them to the Kofa office manager, where the count will be verified and a receipt given to the Committee.

R/O water money will be collected at the same time, counted and recorded.

The Committee will be responsible for maintenance of the laundry room equipment. Machines should be washed inside and out once a week to prevent soap scum buildup. For malfunctions of machines, contact the manager. If the malfunctions are after normal working hours, contact the manager the next morning.

Surplus Property Disposal will now be the responsibility of the Committee for those items on the Inventory list pertaining to the Laundry 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

Reviewed February 2024