

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Sec. D 4.20

Approved: 6/11/85; Revised: 2/12/91,1/10/95,2/12/96,
3/14/96,4/08/96,2/98,12/04,10/08,11/08,2/10, 1/11

SUMMERFIELD CLUBHOUSE COMMITTEE

Meetings

The Committee will meet in the Clubhouse conference room each month 10 days to 2 weeks prior to the SCA Board Meeting.

Members

The Committee will consist of twelve (12) Summerfield residents, all in good standing with the Association, and will comprise six (6) men and six (6) women. Each member will serve a three-year term and should be open to sharing tasks of the committee as needed, such as those listed under Officers or Responsibilities. In the event a member resigns or is unable to complete a three-year term, a new member will be appointed to complete that term, thus keeping proper rotation in effect. Past members will be eligible to serve on the committee for another term after an absence of one year. The SCA Board provides a Director to serve as liaison, and he/she may attend meetings.

Officers shall consist of a Chair, Vice-Chair and Secretary. Committee members and officers will be selected by the Committee.

- The Chair shall be elected by the Committee members for a term of one year and must have served on the Committee for one year. His/her one-year term will commence at the September meeting. In addition to presiding at all Committee meetings, the Committee Chair shall - in cooperation with the Administrator and the SCA Board - consider large repairs or projects currently under way or that may be identified by the Clubhouse Committee in the future. Small purchases may be made by the Chair to keep supplies on hand, with approval of the Administrator.
- The Vice-Chair shall preside in the absence of the Chair, provide training to all new members, and provide and circulate sign-up sheets for Clubhouse inspection duties.
- The Secretary shall keep the minutes of the meetings, read any correspondence; and if asked, read the minutes of the previous meeting. All committee members will receive a copy of the minutes, as will the Administrator and Liaison member to the SCA Board.

Project Coordination: As soon as the Clubhouse Committee can identify exterior problem(s) on the Clubhouse, they will notify the Architecture Committee so that appropriate action may be taken. These exterior changes shall require the dual review of both the Clubhouse Committee and the Architectural Committee. Examples of major changes or maintenance include structural changes, roofing, painting, decking, etc. Exceptions to the dual review include urgent or emergency maintenance/repairs or small maintenance/repairs that should be first coordinated with the Administrator.

Any repairs or projects concerning the clubhouse building must be presented to and approved by the Clubhouse Committee.

Unless an emergency arises, the Board will deal with requests only after consideration by the Clubhouse Committee. It should be understood that all final decisions on major projects will be made by the SCA Board.

Responsibilities:

- **Clubhouse Inspection:** Members of the Committee shall sign up for four weeks a year to inspect the kitchen/ballroom areas after use by scheduled applicants. Inspectors will double check all items on the Check-off Sheet in the kitchen no later than the 9 a.m. the morning after the event to note any infractions of the rules. Any improper conditions that cannot be resolved will be reported to the SCA Administrator for correction. If not corrected, the deposit check, if applicable, may be withheld for further consideration by the SCA Administrator. When back-to-back events are scheduled, room/kitchen conditions after each event must be thoroughly checked prior to the next one. All Summerfield committees and three clubs are exempt from inspections: Men's/Women's Golf and Garden Club.

An optional but encouraged inspection will include nightly checking of all doors on the main floor and lower level of the clubhouse.

- **Clubhouse Scheduling:** Organized clubs and committees, as well as private parties, will verify and clear requested dates through the Calendar Coordinator. The Calendar Coordinator will review all applications before signing the approval line and notifying the applicant that the event has been put on the calendar. In addition, the current month's calendar as well as the following month's calendar will be kept up to date with listed functions, times, and location, and will be displayed in the glass wall cabinet next to the Office.

The Calendar Coordinator shall provide a monthly list of special events to the Clubhouse Committee members, SCA Administrator, Secretary and custodial staff. The Clubhouse Coordinator shall consult with the Clubhouse Committee Chair if there is any question about the proper use or adherence to the Policies and Procedures by the applicant for Clubhouse use. If there is further question, the issue shall be discussed at the Clubhouse Committee meeting. If no decision can be reached, the issue shall be discussed with the Administrator and, if necessary, the SCA Board.

The Summerfield office is responsible for collecting and returning the deposit, when required.

- **Special Event Supervision:** Each applicant using the Lakeview, Ballroom and Kitchen areas will meet with the Special Event Advisor to go over guidelines for using these areas and equipment. The Advisor will review the Policies and Procedures with all applicants prior to their event and Monitors will be secured at the applicant's expense if the Advisor and/or Committee Chair or Calendar Coordinator deem there is a need. Special attention will be paid to any problems reported by the inspector or custodian after an applicant's event. Any identified problems will be addressed by the Advisor or Calendar Coordinator before the Summerfield office refunds any deposit, if applicable.

Kitchen Management: A committee member will take the position of Kitchen Coordinator to see that the premises are up to standard. Outside custodial service for cleaning may be needed from time to time, over and above cleanup after scheduled functions. This is arranged in cooperation with the Administrator.

A semi-annual inventory is made, with copies given to the Administrator (along with a list of needed equipment) and to the Committee Chair, Special Event Advisor and Calendar Coordinator.

Small repairs: Members with specific skills can do small repair jobs they or the Committee deems needed. There is an on-going Project List.

Bid Procurement: After writing a set of specifications to perform identified work, a member will contact potential contractors for bids.

Men's and Women's Fitness Centers: A member will see that equipment in each room is maintained in safe working order, rooms are kept clean and repaired and there are no safety features that need to be addressed.

Flag Management: A member will be responsible for displaying the American flags on at least the following specific days: Martin Luther King Jr's birthday, Presidents' Day, Armed Forces Day, Memorial Day, Flag Day, Independence Day, Labor Day, September 11th, Veterans' Day. This person shall also be responsible for retiring tattered or faded flags.

Ad Display Board: A member will arrange information on the ad display (most often a bulletin) board by dating each ad and removing after a 30-day period. The size of ads shall not exceed 5 X 7 inches. Supervision shall be on a regular basis, keeping it neat and orderly by removing over-sized pieces and out-dated ads.

Christmas Decorations: The Committee shall appoint a person – in or outside of the Clubhouse Committee - to supervise the installation and removal of decorations in the Clubhouse. The Clubhouse decorating shall be completed by the Thursday following Thanksgiving, at the latest. All clubs and committees that participate in the decorating will be notified when to decorate and remove decorations in their areas. All Christmas decorations will typically be taken down January 3rd.

Plant upkeep: This does not have to be done by a member of the Clubhouse Committee. This person keeps plants watered, trimmed, dusted and reports to the Committee if there is a problem or replacement needed.

Miscellaneous Projects as needed: Periodic spring cleaning of Kitchen, Club and Committee cupboards.

The SCA Board will work with the Clubhouse Committee in making any changes in policy or the Clubhouse Use form.