

Club House Committee Meeting Report

June, 2004

Present: Chris Wipff, Lane Wipff, Sally Welch and Carol Wolf, Jan Beck

A. The committee reviewed and approved the following proposed Club House policies, which it will submit to the Board for approval. Once these policies have been adopted, they will be distributed to all property owners.

- 1) Use of the Club House for parties, etc. should be scheduled in advance to avoid conflicts. A calendar will be kept on the Flying O website, together with instructions for scheduling.
- 2) The Association will pay for the Club House (and tack room bathroom) to be cleaned once a month, during the first week of the month unless otherwise instructed to accommodate an association meeting or event. (A member of the Club House committee will be assigned as liaison.)
- 3) However, owners are expected to clean up after themselves. A checklist will be posted in the Club House with reminders, including:
 - a. lights off
 - b. heat/air conditioning/fan off
 - c. wipe surfaces
 - d. tidy surfaces
 - e. take out garbage (to outside covered bin)
 - f. put in new garbage bag
 - g. mop/sweep floors (as needed)
 - h. tidy bathroom
 - i. refill toilet paper
- 4) The Club House committee will keep the Club House stocked with general cleaning supplies.
- 5) Removing the Club House garbage on a routine basis the job of the Ranch foreman. However, after public and private parties, removing garbage is part of Club House cleanup.
- 6) Owners who do not wish to clean up after a private party have the option of hiring the housekeeper at their own expense. (# will be posted in Club House.)
- 7) Everything in the refrigerator that is not labeled as personal, will be considered for the use of all. Once a month, (when the clubhouse is cleaned), the refrigerator will be cleaned out and perishables will be discarded. Owners are encouraged to take perishable items home.
- 8) Alcohol should not be left in the Clubhouse (where it is accessible to minors).

B. Additional Policy Item for Research/Followup – Overnight stays in the clubhouse

C. Facilities & Supplies -- Update

- 1) An inventory of items currently in the Club House has been completedd
- 2) To make it more accessible to owners, the recycling center has been moved to behind the tack room. Sally will contact the recycler regarding pick-up schedule, and to look into bigger bins and advise the committee.
- 3) A list of materials to be continuously stocked by the committee has been developed and includes:
 - a. garbage bags
 - b. cleaning supplies
 - c. rags/sponges
 - d. mop
 - e. dust pan
- 4) The committee will submit a budget request for general supplies and for a “wish list” of items to make the facility more “user friendly.” A new supply of plastic chairs has already been purchased.
- 5) A list of needed repairs will also be made. Broken/missing screens have been noted— Sally Welch will have them fixed (and submit the bill for reimbursement).