

**Clubhouse Committee
Meeting Minutes
April 1, 2025**

Attendance:

Annette Wickham, Caroline Hodges, Gerri Wade, Carolyn Sloan, Barbara Eanes, Linda Franklin, Brintha Gibson, Theresa Edwards, Rebecca Mills, Cathy Lindstrom

1. Update on smoke detectors: They have been updated with new smoke detectors, since the old one were out of compliance with County regulations due to being expired. Cost \$426.91, with thanks to Annette and Richard for doing the work at no charge.
2. Updates on capital expenses for Clubhouse:
 - a. Crack in basement wall-\$785 to repair, quote from Legacy Builders. This one is not urgent, since water is not coming through the crack into the basement.
 - b. Warped basement window-this needs attention since rainwater comes into the basement through the window opening. Annette is reaching out to Renewal for a quote. Many window companies will not do replacement of one window.
 - c. Sanding and refinishing deck-\$1,875. Annette brought to Board. Considering seeing if Hall will allow homeowners to do the work, due to need for certificate of insurance. Cathy will follow up with Hall to see if they will allow it.
 - d. Termites-cost is \$2,545 for extermination, approved by the Board. BugMan did the work. Deck inspected for termites, no damage there, but the exterminator sprayed under deck for termites. Company notified us that termites had eaten into support joists in basement also. Wood borers are also into that. We need an exterminator contract that guarantees termite treatment and eradication if some are found after the treatment. Annette will get contracts from Terminex, Orkin, and BugMan. Quotes for monthly and quarterly services for comparison. What services should we ask for? Guarantee, responsible for termite eradication if it reoccurs while under their care, no additional cost. Make sure basement included in treatments. Need a certificate that we are free of termites after extermination. Need to hold for now on how to repair the holes in the living room floor, and focus on fixing the support joists.
3. Committee worklist assignments: Annette is asking committee members to sign up to help with tasks to keep Clubhouse going. Linda noted that other committees involve everyone on the committee in the committee activities, and we should do that also. A list of tasks has been created, and there would need to be training to do some tasks. Some things could be done by the At A Glance person, checking inventory. Annette reviewed a list of activities that need to be done, and passed around the list for people

to sign up. *Not signing up means that someone is not eligible to vote as a committee member.* People who wish to attend meetings without taking on needed tasks can still attend and participate in the discussion. We will need inventory lists to check against for those who volunteered to check needed supplies.

4. Inventory of donated and purchased items for décor: There were questions about decorating the living room, and suggestions were made that the Social Committee has taken the lead in decorations that change by holiday and season, while Clubhouse Committee will be responsible for general decor. There is a difference between changing décor by season and holiday, and the standard décor that does not change. Caroline noted that it is important to check with the committee before discarding individual items, and that Social Committee could take the lead on this. Taking an inventory of specific items is useful, and it's important to keep a running list of donations and who gave it/when it was donated. This would enable us to return items to the donating person if we could no longer use them. Theresa volunteered to create a list and cards that monitor donations and keep it in the library.
5. Rental Agreement: Annette and Becky worked on revising the Rental Agreement and presented their edited version of the Agreement. Changes include updates in the application form, includes At A Glance participants, having the deposits to Security \$75 and mailed within 5 days, a statement of holding HOA harmless from problems occurring during use of the facility, a need to ensure that the renter has a liquor license if they are serving alcohol/whiskey to a large group. (We should have our attorney review for legality). When people attend and bring their own alcohol for their own consumption, they are responsible and do not need a liquor license. Caterers have their own liquor license. The rental fee is \$150. Can homeowners get a break on the rental fee? The answer is No, unless it is a memorial or funeral. The operational costs are the same, regardless of who is renting it. The rental fee means that the Clubhouse is totally reserved for the renter during their event. Clubhouse will be reserved upon receipt of payment of the final fee. Language changes indicate no balloons in any form are allowed. All lights are off, and all thermostats returned to set temperatures. Cleaning includes floor, oven, sink, refrigerator, all spills. All in and out furniture returned to set locations. Music must be finished by 10 pm. Cameras and alarm systems must not be touched or changed in position. Any power failure will immediately close the clubhouse and any occupants must leave. Any user who violates the Agreement is subject to having their Clubhouse privileges removed by the Board. The At A Glance checklist will be used to evaluate the condition of the Clubhouse, and there is a process for completing it and leaving it for verification by At A Glance inspector. No deposit will be returned until the checklist is complete. One questioner asked why the fee is being increased, and it was explained that it is reasonable by comparison with other venues,

and the increased cost of living. The point was also made that Clubhouse expenses (water, electricity, etc) also increase over time. It was emphasized that a homeowner must do the rental, not an outsider. A motion was made to accept the changes, seconded, and the motion carried. Several people abstained, secondary to changes in the fee.

6. Cleaning Project: Cathy and Linda noted that they will be testing the cleaning checklist made up for our cleaning service, in order to see if it is reasonable and do-able. They will clean the Clubhouse after this meeting and time how long it takes to do it all. Any committee members who wish to stay are appreciated. (Note: the Clubhouse was cleaned by Linda, Andy, Carolyn, and Cathy, and it took approximately 4.5 man hours to do the full checklist)
7. Upcoming events: There will be an upcoming Clubhouse WorkDay, in which the inside and outside windows will be washed, along with other cleaning and maintenance tasks. Caroline noted that the outside windows have paint peeling again. Annette noted that they are aluminum frame windows and paint does not stick easily. They can be scrubbed and repainted.

Next Meeting; Tuesday, May 6, 10 am.