

## Clubhouse Committee Meeting

March 4, 2025

Present: Annette Wickham, Chair

Cathy Lindstrom Linda Franklin Rebecca Mills Caroline Hodges  
Barbara Eanes Brintha Gibson Carolyn Sloan Gerri Wade

Guests: Lynne Yates, Tom Edwards, Theresa Edwards

Annette called the meeting to order.

### Action Items

1. Caroline Hodges' draft of Donation Guidelines
  - a. Motion to Accept passed unanimously
2. Standard for committee to be informed by email of future planned actions. Responses to return in 24 hours.
3. Creation of comprehensive list of all Clubhouse properties and furnishing, for insurance and other possible needs.
  - a. Becky offered to share list she made for the Reserve Study, and it will need to be updated.
4. Reminder to keep floors in closets clear of items if closet has access to attic via pull down or ladder.
5. Review of cleaning requirements, with updates, and creation of new process for inspecting results with cleaner after completion.
  - a. Need to create a checklist and to have a committee member assigned each month to this.
  - b. Need to get at least 2-3 quotes based on the new list of requirements before presenting to Board
  - c. Caroline to meet with current cleaner to review the new list and process with her and get her quote.
  - d. Annette will follow up with other possible cleaners for list and quote
  - e. Discussion of Clubhouse Cleaning Days with infrequent items (washing entry doors and outside windows, etc)
  - f. Cathy volunteered to apply leather conditioner to new furniture monthly
6. Status of cleaning and restaining outside deck.
  - a. Motion to get quotes and proceed with this passed unanimously (Subsequent inspection by exterminator determined that deck damage appears to be water damage rather than termites)
7. Status of wood floor in living room. Inspection by exterminator reveals infestation with termites and wood borers.
  - a. Current contract does not include treatment for termites. Annette will follow up with quotes from several companies for this service.
8. Status of foundation crack in basement and warped window letting in rain to the basement.
  - a. Committee looked at crack and window. Inspection said water on floor from window warping, not crack in foundation.
  - b. Annette will get quotes on repairs, with window repair first
9. Lynne Yates reported on her process with managing the library. New bookcase installed on wall.
  - a. Committee voted through email to reimburse Lynne for labels on the shelves.

10. Discussion on pictures in living room and small dining room from Dan and Peggy Drost.

Concerns voiced on how to display them and how long.

- a. Motion passed to leave them in place for a period of between a few and 6 months, as different people remember it differently. Then reassess where to hang them and how many would be hung.
- b. Dispute on how best to recognize donors to the Clubhouse. Suggestions included announcements, letter of thanks to donor, keeping information on donation on file cards in library, email notices to community, etc. Still requires a motion and a vote before implementation.

11. Rental Agreement. Becky noted need for update on new language in Rental Agreement

- a. Requires review and vote.

12. Meeting adjourned.