

## **Clubhouse**

### **Function of Position:**

The function of this position is to manage the physical care and rental of the clubhouse, form a clubhouse committee, and act as a liaison between the HOA Board and the Lost Creek Community at Large.

### **Responsibilities Include:**

1. Attend once-a-month HOA Board meetings and the Annual Homeowner's Meeting.
  2. Form a committee to help in the management of the Clubhouse.
  3. Care of the facility:
    - Cleaning - person's to clean the facility, cleaning super
    - Physical plant:
      - Structure (overlaps with maintenance)
      - Bathrooms - inside and outside facility
      - HVAC
      - Termite Bond
      - Pest Control
  4. Storage of Community Supplies, Outdoor Cameras, (and soon to be, WiFi)  
We are currently storing tables and chairs, paper goods, tablecloths, historical records in the back room storage room. Christmas decorations are stored in the "workout room" at this time.
  5. Rental of facility:
    - Contracts are available on-line or on request, delivered to members of the HOA in good standing.
    - Upon receipt of payment and deposit, dates are placed on the website.
    - Keys are delivered on an appointed date and time to be returned by renter after rental is finished.
    - Clubhouse chair inspects the clubhouse for damages and then, returns deposit or passes deposit to the Treasurer with a return amount to be determined.
  6. Interior and Exterior design
  7. Soon to be, I hope, open the clubhouse for weekly and monthly events
- or
1. Attend once-a-month HOA Board meetings and the Annual Homeowner's Meeting
  2. Form a committee to manage the Clubhouse
  3. Care of the Facility: Cleaning, physical plant
  4. Storage of community supplies, outdoor cameras recordings, WiFi
  5. Rental of facility
  6. Interior and Exterior design
  7. Open the clubhouse for weekly and monthly events