

# MINUTES

## RounTrey Clubhouse Committee

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*Date and Time* | 4/28/2017 5:00 AM | *Meeting called to order by* Omary

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### In Attendance

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Tricia Gustin, Marlee Herman, Tammie Tribble, Omary Aponte

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### Topics

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Determining cost for clubhouse rental, chairs and tables for clubhouse, clubhouse kitchen small appliances and supplies, closet shelving, bathroom maintenance and supplies, designated drawers or cabinets to have locks installed on them, signage for doors by bathrooms that lead out to the pool and into the clubhouse, removal of some furniture and accessories in clubhouse, adding small recreation area in loft and gym code, rules and supplies. Clubhouse operational responsibilities for the clubhouse committee.

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### Clubhouse Event Rental

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It was discussed and decided that the rental fee for RounTrey resident events will be \$200 for 4 hours and \$50.00 each additional hour with the maximum hours being 6 hours. Additional hours request need to be included in the initial rental contract, not during the event. Events held during the week will have a maximum of 3 hours for \$100.00 rental fee.

The clubhouse coordinator will meet with the residents to do a walkthrough prior to and after each event, with both signing off on the contract. The clubhouse should always be put back in the condition it was prior to the event, with furniture and any accessories placed back where there were prior to the event. Bathrooms and kitchen area should be clean and free of trash. All tables and chairs should be placed back in storage area. Tricia is still finalizing the clubhouse rental contract and will submit it to the advisory committee.

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### Clubhouse Event Supplies

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#### Table and Chairs

1 set of four 8 foot tables and 32 chairs \$1398.00

Four 6 foot tables and 32 chairs \$1200.00

Six round cocktail Tables \$468.00

1 cart to store and move tables

#### Microwaves for Kitchen

2 Convection Microwaves \$512.00 each or 1 convection and 1 regular

Kitchen utensils, serving dishes, towels and possible chafing dishes(electric) needed. Will propose cost of chafing dishes to social committee.

1 Pool Table for loft and possibly a foosball or air hockey table, estimated cost \$1000.00 max.

It was decided that shelving should be added to closet in hall next to gym.

Locks should be placed on two cabinets and two drawers in kitchen.

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## Gym

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Add sanitizing towels, trash can and blinds.

Lock put on thermostat

Gym code changed periodically

Gym rules still pending

Setup registration for gym, maybe coordinate with pool committee.

No access to pool after pool hours when using the gym.

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## Clubhouse Signage

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Signage to be added to doors in gym hall that lead to pool and clubhouse. Signage to address no entry to either location after clubhouse and pool hours. Possibly signage added to all doors that pool is not accessible during private clubhouse events. Also, signage with gym rules in gym and above thermostats, stating do not adjust.

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## Committee Reports

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The following was discussed during the meeting.

Omary informed us that the committee will be responsible for the operation of the clubhouse and we will need to meet to obtain phone numbers, codes and tour clubhouse again to know where things are located. We will need to decide how clubhouse furnishing will be moved during events. We also discussed adding texting as a point of contact to residents, paper newsletter and adding bulletin board in foyer of clubhouse.

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## Announcements

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Trash cans and a gate to access them will be added to the side of the clubhouse.

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## Next Meeting

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TBD