

## Minutes - Clubs & Amenities Meeting March 9, 2019

Attending: Mary Delamater, Marcia Enyart, Marilyn Mason, Valerie Schuyler

1. Discussion of what constitutes “use of kitchen”?
  - A. Use counter space (e.g., to cut a cake), bring paper cups and plates, use coffee urn and a few utensils, wash up in sink and wipe counters. No use of appliances other than coffee urn.
  - B. Use appliances (stove/oven, dishwasher), pots/pans, ceramic dishes, silverware and utensils. Clean up kitchen and wash dishes, pots/pans, silverware and utensils in dishwasher.

*No decision was made about charging for use described in A. above.*
2. The need for sandwich board which could be placed at entry to rented area: “Private Event. Do Not Enter” was noted.
3. Per a decision by committee members in a previous meeting, we will recommend to the Board of Directors that only KCCA members may rent amenities. We discussed the rationale for this decision. Mary D. provided the following information from the Restated CC&Rs:
  - a. Article V, Section 2.A - The purposes of Assessments of the Association are: To provide recreational and enrichment opportunities and facilities for Members' use.
  - b. Article VI, Section 3.A - ... The Association Property ... shall be owned, managed, and maintained by the Board for the use and benefit of the Members and their guests.

Mary will write up a brief introduction to the motion that will be made to the Board of Directors regarding acceptance of C&A committee’s recommendations. The introduction will incorporate these Articles from the CC&R’s.
4. Regulations regarding Members’ rental of KCCA facilities:
  - a. A space can be reserved no more than six months in advance.
  - b. A deposit and the rental fee (see KCCA Amenity Fee Chart) are due in separate checks at the time the space is reserved. The deposit check will be returned to Members who leave the space clean and furniture in appropriate places.
  - c. When both the Clubhouse Banquet Room and Lounge are booked at the same time the use of the kitchen will be granted to the Member who paid for kitchen use at the time of booking.
  - d. Time for which a space is rented **must include set up and clean up time**. The calendar must be consulted to make sure the time wanted does not overlap with time reserved by a club.
  - e. When a member cancels more than 30 days in advance of the scheduled event, both the fee and deposit will be returned. ***If cancellation occurs within 30 days prior to the event ???***
  - f. Clubs with reserved space will not be asked to cancel for a scheduled event EXCEPT in rare instances for activities that benefit the entire community, e.g., AARP Driver Safety Classes. Club Presidents will be notified of the need to cancel at least two weeks in advance.
  - g. The Golf Course has its own fees for events and will handle rental for special events. The Golf Course Manager must be consulted before renting space in the Pro Shop.

Next meeting of the C&A Committee – Wednesday, March 20, 2:30. Completed club registration forms that have been received will be entered on a master calendar.

Valerie Schuyler

Attachment: Draft 2 – Amenity Use Fees (set at this meeting)