

MINUTES - Clubs & Amenities Meeting

March 20, 2019

Present: Benson Meyers, Marcia Enyart, Valerie Schuyler; Absent: Mary Delamater, Marilyn Mason

1. Review C&A Committee Recommendations rationale from Mary as follows:
 - A. KCCA amenities/facilities available for rent are: Clubhouse banquet room, kitchen, lounge, meeting room, multi-purpose room and patio; Crown Center room and kitchen. (Rental of the Pro Shop seating area and patio are handled by the Pro Shop manager.)
 - B. Only KCCA members are able to rent KCCA amenities, for the following reasons:
 - 1) This is current KCCA policy and is consistent with the policies of neighboring 55+ HOAs
 - 2) Limiting the rental of amenities to members with a stake in their maintenance reduces the risk of damage and poor behavior.
 - 3) Outside groups can use and pay for KCCA amenities *when a KCCA member is willing to sign the rental contract and be the responsible party.*
 - 4) Office staff will need to pay attention to scheduling conflicts for kitchen when banquet room, lounge and patio are scheduled.
 - C. Institute a Host program to oversee events
 - 1) Clubs & Amenities Committee members will recruit and train KCCA members to host events held at KCCA facilities
 - 2) A host will be assigned to each event to orient the responsible member from KCCA and, if a different person, the individual putting on the event.
 - 3) Hosts will be trained in use of specialized equipment in all facilities available for rental and will have a list of tasks to carry out in orienting event staff to rules of use.
 - 4) Hosts will open and close the facility and assure that the facility is left in good condition; the host will recommend to the KCCA office that return of the security deposit is appropriate or not.
 - 5) Hosts will be paid a portion of the rental fee (see attached fee schedule).
 - D. Lower fees to make rental of amenities more accessible to KCCA members.
 - 1) Focus is on increasing the ability of KCCA members to enjoy our amenities rather than on income, though increased use of amenities by members may result in substantial income.
 - 2) KCCA governing documents (CC&Rs: Article 5, Section 2, A.; Article 6, section 3, A.; and Articles of Incorporation (Article 4, 1.) clearly state that the property of KCCA is to be for the use and benefit of KCCA members and their guests.
 2. Review fee sheet and cancellation policy
 - A. Host payment comes out of the room rental fee
 - B. The host fee for Banquet room (with or without kitchen) is \$50; all others are \$25
 - C. Cancellation fee –
 - 1) When an event is *cancelled prior to 30 days of the event*, both the rental fee and security deposit are refunded in full.
 - 2) When an event is *cancelled within 30 days of the event*, half of the rental fee and all of the security deposit are refunded.
 - 3) If an event is cancelled within 30 days of the scheduled event and is rescheduled at a later date, half of the rental fee for the first event will be applied to the second date and the renter will need to pay the other half. The security deposit will stay in effect.
 3. These new policies and fee schedule will be distributed only after they have been approved by the Board of Directors and a new Rental form has been developed by the C&A committee.
 4. Committee members began process of entering data off returned Club Registration forms on schedules.
- NEXT MEETING OF THE C&A COMMITTEE WILL BE ON APRIL 3;** Marcia & Valerie may meet on 3/27 if a number of Club registration forms have been returned before then.
- Agenda for 4/3** – Schedule clubs; identify clubs that have not returned forms and assign them to be called by original committee contact; figure out how to handle identified conflicts of day/time/place.