

VOLC MC Clubhouse Policy and Procedures

Policy Resolution No. 2024-2 (3-1-2024)

The Village of Long Creek Maintenance Corporation (VOLC MC) Clubhouse is for the exclusive use of VOLC Homeowners.

Use of the Clubhouse implies acceptance and compliance with these guidelines.

A. Access

1. The Clubhouse, all rooms and equipment, including the fitness room, meeting room, pool table, kitchen area, storage room, and utilities room, are for the use of VOLC homeowners/residents.
2. Access to the building is through the side door using the resident code.
3. A homeowner or resident must accompany all guests, regardless of age, and be present with them at all times.
4. The Clubhouse is not available for rent or for private/exclusive use by homeowners, residents, groups, and/or guests.
5. The clubhouse is not available to vendors or service providers who solicit its use, seeking to sell goods or services.
6. Access by service providers/healthcare professionals and others, invited by the Board or a committee with approval by the Board, for the benefit of residents, is acceptable.

B. General Rules

1. Homeowners are responsible for their own actions and those of their residents and guests.
2. Homeowners and residents are responsible for following DE laws, as well as these guidelines, while using the Clubhouse.
3. Music or noise must not disturb neighbors.
4. All furniture must be returned to its original placement.
5. Upon leaving, residents must close all windows, lock all doors, turn off the TV and fireplace, and return the thermostat to Schedule (SCHD on the thermostat screen).
6. Smoking is not permitted in the Clubhouse or on the patio.
7. Pets (*except service animals*) are not permitted inside the Clubhouse.
8. Individual residents are not permitted to use the grill without first receiving instruction on its usage from a clubhouse committee member and scheduling its use. The grill must be cleaned, secured, and covered after use. Cleaning materials, a reminder sheet, and a fire blanket can be found in the storage area.
9. Only VOLC community property may be stored in the Clubhouse.
10. Use of the clubhouse itself or patio grill for small groups, such as committee meetings or clubs, should be scheduled through the designated Clubhouse Committee member.

C. Fitness Room Rules and Regulations

1. Fitness equipment is for the use of VOLC homeowners/residents only.
2. Equipment must be used in a safe and proper manner.
3. No glass or food is to be brought into the Fitness Room. Water bottles are permitted.

3. If others are present, music devices must be used with earphones.
4. Residents are expected to turn off equipment, lights, and TV when leaving the fitness room.
6. Residents must wipe down equipment after use with the cleaning materials provided.

D. Pool Table Room

1. Homeowners/residents must be present with adult guests in the pool room.
2. Residents must replace cue sticks in the rack, cover the pool table when finished playing, and place other materials into the appropriate containers.

E. Kitchen area

1. If food is served at small group gatherings, food, drinks, and paper goods must be supplied by that group.
2. If any kitchen equipment is used by that group, such as kitchen utensils or wine glasses, those items must be cleaned and returned to their original location.
3. Water and soft drinks are free to those attending VOLC meetings. Otherwise, residents who take water or soda should donate to help defray costs. Containers can be found near the refrigerators.
4. Residents are free to use the Keurig coffee machine. Please be sure that the water tank is full before using it. The machine automatically turns off after a no-use timeframe.
5. Residents are asked to clean the kitchen area after use.
6. Full trash/recyclable containers are to be emptied into the receptacles located in the enclosure on the kitchen side of the building. Recyclables should be emptied loose, no bags. Clean bags, found under the kitchen sink, should replace those in the emptied containers.
7. The Clubhouse trash and recycle containers are for the use of the Clubhouse only.

Reporting repairs or other needs

Homeowners/residents are asked to contact members of the Clubhouse Committee if they recognize that a repair is needed or the supply of materials is low. Persons currently holding those titles are listed in the VOLC Website and also on the bulletin board in the kitchen.

Approved by the Executive Board

3/01/2024

Date

Rinda J. Muck

President, Executive Board

3/01/2024

Date

Denise A. Grant

Secretary, Executive Board
