

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 Residents/Homeowners.

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

A. Access

1. The clubhouse and all rooms and equipment, including the meeting room, the fitness room, the pool table, kitchen area and utilities' room are for the use of VOLC homeowners/residents.
2. Access to the building is through the door with electronic lock, using the key fob provided to every homeowner. Replacement or additional fobs can be obtained from the management company.
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 use by homeowners, residents, groups, 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 or guests.
2. Homeowners and residents are responsible for following DE laws as well as these guidelines.
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 (SCHED on the thermostat screen.)
6. Smoking is not permitted in the clubhouse or on the patio.
7. Pets (with the exception of service animals) are not permitted in 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, reminder sheet, and fire blanket can be found in the grill cart storage area.
9. Only VOLC common community property may be stored in the clubhouse
10. Use of the clubhouse itself or the patio grill for small groups, such as clubs or meetings, should be scheduled through the designated Clubhouse Committee member.

C. Fitness Room

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

D. Pool Table Room

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

E. Kitchen Area

1. If food is served at small group gatherings, food, drinks, and paper goods must be provided by the group.
2. If any kitchen equipment, such as utensils or wine glasses, is used by that group, 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 may take a water or soft drink, but should make a donation to help defray cost. Donation containers can be found near refrigerators.
4. Residents are free to use the Keurig coffee machine. Please be sure that the water tank is full before use. The machine automatically turns off after a no-use timeframe. A donation should be made.
5. Residents are asked to clean the kitchen area after use.
6. Full trash/recycle 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 sink, should be used to replace the emptied ones.
7. The clubhouse trash and recycle containers are for the use of the clubhouse only.

Roofing repairs and 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 on the VOLC website and also on the bulletin board in the kitchen.

Approved by the Executive Board

3/01/2024

Date

Rinda J. Mueck

President, Executive Board

3/01/2024

Date

Inere A. Grant

Secretary, Executive Board
