

VOLC MC Clubhouse Policy and Procedures

Policy Resolution No. 2019-2 (5-28-2019)

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

Use of the Clubhouse must be appropriate and property must be left in good condition.

VOLC MC Clubhouse guidelines must be followed.

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 first side door, using the key fob provided to every homeowner. Replacement or additional fobs (for two homeowners or residents) can be obtained for a reasonable cost from the management company employed by the VOLC MC.
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, homeowners/residents must close all windows, lock all doors, turn off the TV and fireplace, and return the thermostat to the posted temperature.
6. Smoking is not permitted in the Clubhouse. Smoking is only permitted on the rear patio.
7. Pets, (*with the exception of service animals*) are not permitted inside the Clubhouse.
8. Individual homeowners/residents are not permitted to use the grill; it is reserved for VOLC MC events.
9. Only VOLC community property may be stored in the Clubhouse.

C. Fitness Room Rules and Regulations

1. The Fitness Room is for the sole use of VOLC homeowners/residents who have signed the liability release form (required when the key fob is received.) Use of the equipment is at the homeowner's/resident's own risk. Users are encouraged to use a "buddy system" when exercising or to have a cell phone with them in case of an emergency.
2. Fitness equipment is for the use of VOLC homeowners/residents only.

3. Equipment must be used in a safe and proper manner, following user manuals and signs in the Fitness Room.
4. Homeowners/residents who would like to donate equipment must seek approval of the Clubhouse Committee and the Board of Directors of the Maintenance Corporation.
5. Homeowners/residents are asked to limit their use of the equipment if others are waiting.
6. Homeowners/residents are expected to use "clean" shoes in the Fitness Room; i.e., not the shoes they used to walk to the building. This action will help maintain the equipment.
7. No glass or food is to be brought into the Fitness Room. Water bottles are permitted.
8. If others are present, radios or iPods must be used with earphones.
9. Homeowners/residents must wipe down equipment after use with the cleaning materials provided.
10. Homeowners/residents are expected to turn off all equipment and lights, TV, and cable box when leaving the Fitness Room.

D. Pool Table Room

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

E. Kitchen area

1. Homeowners/residents may use the Keurig coffee machine and supplies that are available. A contribution should be placed in the marked container on the counter to defray costs. The amount recommended is marked on the container.
2. Homeowners/residents may take water or soda from the refrigerator for consumption while at the Clubhouse. A contribution should be placed in the marked container to defray costs. The amount recommended is marked on the container.
3. Homeowners/residents are expected to clean and return to their original place any kitchen equipment they use, e.g., utensils, glasses, etc.
4. Homeowners/residents are asked to clean the kitchen area, including counters, after use; place trash and recyclable materials into the marked containers. Recyclables are to be put loose into the outside recyclable container – NO PLASTIC BAGS.
5. Full kitchen trash/recyclable containers are to be emptied into the receptacles located on the rear patio. Clean bags are to be put into the emptied containers.
6. The Clubhouse trash and recyclable containers are for the use of the Clubhouse only.

Reporting repairs or other needs

Homeowners/residents are asked to contact the Clubhouse Chairpersons 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

5-28-19
Date

Patricia E. Abernethy
President, Executive Board

5-28-19
Date

Carolyn Aresu
Secretary, Executive Board

