

WILDWOOD VALLEY PROPERTY OWNERS ASSOCIATION AND CLUB

STANDARD OPERATING PROCEDURE

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DOCUMENT OWNER: WVPOAC Board

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PURPOSE: To document a standard procedure for clubhouse usage by any member in good standing of the Wildwood Valley Property Owners Association and Club.

REQUIREMENTS:

- *The facility must be reserved through the clubhouse coordinator
- *The clubhouse is reserved on a first come first served basis
- *The clubhouse must be cleaned to the specified checklist following an event (attachment 1)
- *A liability waiver must be signed by any non-members attending a member sponsored event. (attachment 2)

PROCESS: Any member can sponsor an event with no charges for usage. Once the clubhouse is reserved an email will be sent to all members notifying them of the upcoming event, open to all members.

(These are known as club sponsored events)

Private member parties/functions where all WVPOAC members are not invited free of charge, will incur a \$25 (per day) usage fee with a \$200 deposit that is refunded after cleanup verification by the clubhouse coordinator. The member must be present at all times and is responsible for all guests at that function.

ADDITIONAL NOTES:

- 1) A donation bucket is to be used at all functions to offset facility expenses.
- 2) Unless specified by the Board, all functions are BYOB
- 3) Any damages or additional cleanup costs will be taken from the deposit and any costs over and above the deposit will be billed to the member renting the clubhouse.
- 4) The Board will review the rental fee yearly and revise as expenses dictate.

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