

**COLONIAL ACRES PHASE V, Inc.  
RULES AND REGULATIONS**

**Section IV  
Clubhouse**

**RESPONSIBILITIES AND PROCEDURES**

**Clubhouse Committee Formation**

The Clubhouse Committee is formed under the direction of the Board of Directors to handle the affairs of the Clubhouse, and answers to the Board of Directors.

The Clubhouse Committee will hold regular scheduled monthly meetings. The meetings are open to **all** member/occupants, who may provide comments or suggestions to improve the facilities and use of the clubhouse for all members. Members/occupants attending Clubhouse meetings may also vote on clubhouse issues.

**Election of Officers:**

Elections will be held every year in July. Any member/occupant is eligible to run for office.

There shall be four (4) elected officers:

- Chairperson, elected in the odd number year
- Co-Chairperson, elected in the even number year
- Recording Secretary, elected in the odd number year
- Treasurer, elected in the even number year

Only the Chairperson or Co-Chairperson may fill a mid-term officer vacancy with a new member until the next election.

**COLONIAL ACRES PHASE V, Inc.**  
**RULES AND REGULATIONS**

Section IV

**Clubhouse Committee (cont'd)**

**The duties of the officers are:**

**Chairperson:** Presides at all meetings, coordinates the functions for the Clubhouse Committee, and communicates to the Board of Directors. The Chairperson will approve all purchases for the Clubhouse prior to expenditure.

**Co-Chairperson:** Will assist the Chairperson in all duties. Will reside in the absence of the Chairperson following the same procedures, and ensure all Government mandates are followed for commercial buildings use. Will give an update at each Board of Directors meeting of activities and events that are going on at the clubhouse.

**Recording Secretary:** Takes minutes of all meetings and see that said minutes are published in the Newsletter.

**Treasurer:** Keep accurate records of receipts, expenditures, and income. Treasurer shall reimburse members who submit receipts that have been approved by the Chairperson. Present a written report at each meeting and see that copies are given to all who require them. Provide a complete accounting of all income and expenses as of 12/31 each year to the Board of Directors before March 1<sup>st</sup> of the following year.

**Clubhouse Committee Responsibilities:**

The Clubhouse Committee assumes responsibility and the expenses of the following items:

- Repair/maintenance of purchased items
- The Clubhouse Committee will vote on accepting or rejecting all donations to the Clubhouse, depending on need
- Maintain Bulletin Boards with current information
- Publishing and printing a monthly newsletter
- Seasonal decorations when necessary
- Monitor/pay for clubhouse upkeep/cleaning service
- Supplies for the Clubhouse: i.e. paper towels, toilet paper, cleaning supplies, light bulbs, hand soap, coffee, tea, napkins, plastic plates, cups, dinnerware etc
- Purchase of equipment both interior and exterior, subject to the following rule:

**Any expenditure of the Clubhouse fund over \$300 shall be presented in, writing, to the Board of Directors for their written approval**

## COLONIAL ACRES PHASE V, Inc. RULES AND REGULATIONS

### Section IV

#### Clubhouse Committee (cont'd)

Listed below are specific duties necessary for operation of the Clubhouse. Individual Committee members are encouraged to accept responsibility to manage one of these duty assignments.

- Clubhouse gardens upkeep
- Clubhouse signs – announcing upcoming meetings & events
- Advertising sales for newsletter
- Invoicing of Advertisers
- Scheduling of all activities and special events
- Welcoming new members and providing an orientation of the Rules and Regulations
- Maintaining the library
- Re-issue of Clubhouse card keys as needed by the Key Committee
- Clubhouse Rentals (negotiate rental contracts, payments, and rules)

#### Procedures:

- **Special activities** are discussed, decided upon, and scheduled at monthly Clubhouse meetings. There will be an agreed upon leader to plan and co-ordinate each activity.
- **Weekly activities** are approved by the Chairperson for the date and time they request to meet. **Each activity must have a leader** who ensures that the clubhouse is clean, the furniture returned to its normal position, all lights and fans are off including shower room lights, and that all windows and doors are locked before leaving. Failure to ensure above rules may result in denial of your activity to meet. Scheduled activities are posted on the Clubhouse Bulletin board and in the monthly newsletter
- **All Rentals & Clubhouse special activities** supersede Clubhouse weekly activities as this income is needed to pay for the running of the Clubhouse and/or help fund any changes to the Clubhouse. Rental Dates are posted on the Clubhouse Bulletin Board and in the monthly Newsletter.
- **Major structural changes** to the clubhouse or to the electrical, plumbing, heating or air conditioning equipment must be approved by the Board of Directors. This work is to be covered by City of South Lyon permits and performed by licensed, insured contractors.

## **COLONIAL ACRES PHASE V, Inc. RULES AND REGULATIONS**

### **Section IV Clubhouse Committee (cont'd)**

#### **Access:**

As of 2021 a key card has been issued to each unit for entrance to the Clubhouse. If a key card is lost the Member/Occupant must pay for a new one. Do not give your clubhouse key card to any guest. Guests must be accompanied by a Member/Occupant at all times they are visiting the Clubhouse or swimming pool. Should this rule be violated, the Member/Occupants key card can be deactivated by the Board of Directors in accordance with the Colonial Acres Phase V, Inc. By-Laws.

#### **Responsibility of Member/Occupants:**

Member/Occupants are reminded that the use of the Clubhouse facilities depends entirely on your individual cooperation and sense of responsibility. The use of the Clubhouse is considered a privilege for each Member/Occupants and they are responsible for maintaining the condition and cleanliness while in attendance. The Clubhouse and grounds are monitored by surveillance cameras for our security. If any Member/Occupant is seen violating any of the rules and regulations their key card can be deactivated.

#### **No pets are allowed in the Clubhouse**

The Clubhouse Committee thanks all the many volunteers, those who either work on the committee assignments or individually for their unselfish efforts toward making Colonial Acres a happy and enjoyable place to live.

All rules and procedures for the use of the Clubhouse have been accepted and approved by the Board of Directors.