

BELLA COSTA CLUBHOUSE COMMITTEE CHARTER

The Clubhouse Committee will oversee the management of the Clubhouse to include The Fitness Room, Library, Meeting Room and Kitchen.

The Clubhouse Committee is composed of the Chair(s), and any Volunteers who wish to serve in a general capacity. The Chair(s) will appoint individuals to be responsible for the general operation of the Library and Fitness Room.

Responsibilities: The Committee will perform the following duties:

1. Operate the day-to-day Clubhouse Functions within the Bella Costa Budget guidelines.
2. Update the Clubhouse Décor as appropriate and within the Budget guidelines.
3. Collect the Clubhouse Reservation Forms, hold deposit checks for private events, inspect the Clubhouse for damage after events, and return deposit to residents.
4. Purchase and stock supplies necessary for the Clubhouse.
5. Supervise Contracted cleaning services for the Clubhouse.
6. Organize and maintain storage in the Clubhouse.
7. Supervise maintenance of the Kitchen, bathrooms, meeting room and exercise room.
8. Notify the appropriate maintenance contact regarding any issues needing attention.
9. Maintain the Bella Costa Library, Pool Table Area, Fitness Room.
10. Maintain the calendar, resolve scheduling conflicts with Board oversight.
11. Explore long and short term Clubhouse Renovations to accommodate the evolving needs of the Bella Costa residents.

Revised 2022