

PINE MEADOWS HOMEOWNERS' ASSOCIATION

PROCEDURES

RESERVATION and KITCHEN COMMITTEE (RKC)

PURPOSE

The purpose of the Reservation and Kitchen Committee is to be responsible for maintaining the kitchen and Grand Hall in a clean and orderly manner, to arrange for the booking of the kitchen and/or Grand Hall and to maintain an "Events Calendar".

FUNCTION

RKC is a Standing Committee of the Board of Directors and functions within the Constitution and By-Laws of PMHA. The RKC shall communicate with the Board through the Vice President.

TERM OF OFFICE

Volunteers from among the members of PMHA make up the committee which consists of a Chair and a variable number of members. Members are invited to remain on the committee for as long as each feels that he/she is making a positive contribution. A balance of experienced and new members allows for ease of getting to understand the role.

DUTIES AND RESPONSIBILITIES

The RKC shall elect a Chairperson from its members.

The Committee usually consists of 12 people who serve for two months (two people) on a rotating basis.

The RKC sets up a schedule of members who are responsible for each month and communicate this schedule by posting it on the bulletin board in the Recreation Facility and giving a copy to the Board, the Pine Line Committee and the Channel Five Committee.

The RKC ensures that the kitchen is clean.

- The ovens are cleaned twice a year – three ovens on for three hours at 500 degrees use a lot of electricity. The stoves, refrigerator and cooler are checked monthly to see if they require cleaning. Regular checking for spills etc. and the cleaning of the same is carried out. The refrigerator and cooler are checked for leftover food. Unusable items are thrown out.
- All tea kettles and thermoses are cleaned every two months.
- Large coffee makers, the Bunn coffee maker and carafes are cleaned periodically.
- Outside of cupboards, inside and outside of cooler, fridge and outside of stoves is done once a year.
- An inventory is done periodically in order to determine what items need to be replaced due to breakage etc.

The RKC keeps the kitchen well supplied with dish washer soap, dish soap, J cloths, tea towels, garbage bags, rubber gloves, javex and other necessary items.

The Reservation Agreement is to be signed and filed. A deposit is obtained at the time of the booking if outsiders will be coming to the event. Fees are payable 50% (non-refundable) when reservation is booked with the balance to be paid 2 weeks prior to the event. Cheques are to be made payable to PMRC. Rental fee is to be held until after the event, at which time the entire fee will be given to PMRC, along with a copy of the Reservation Agreement. A security deposit of \$200 is also to be held on file until after the event. The event is marked on the Events Calendar in the lobby. Reservations are on a "first come first served basis".

When the RKC arranges for the booking of the kitchen or the Grand Hall for events other than regular scheduled weekly events, the person/group will complete a Reservation Agreement (Appendix A Outsiders Involved Appendix B Events for Pine Meadows Residents Appendix C Use of Parking Lot by Residents) and give a security deposit if outsiders will be coming to the event. Don Vallery approved of the Reservation Agreement (Appendix A) on June 13, 2007. (Appendix D)

SPECIAL EVENTS – INDIVIDUAL HOMEOWNERS (OUTSIDERS INVOLVED)

The RKC will:

1. Arrange to meet with the homeowner organizing the event a day or two ahead of time. Review the "Reservation Agreement" and discuss any concerns, especially outlining the fact that guests are not to use other facilities in the recreation centre and the sound system unless it has been cleared by someone on The Sound Committee. Homeowners should also be reminded that children must be supervised when in the recreation facility.
2. Review how the dishwasher works and where the various items are in the kitchen and the procedure for disposing of trash. (Appendix E)
3. Arrange with Sandy Fellows (519-787-7000 Ext 221) to have the doors unlocked for the period of time the hall will be used for the event.
4. RKC or the homeowner will mark the event on the calendar.
5. The day after the event, in the company of the homeowner organizing the event, inspect the kitchen for cleanliness, correct removal of the garbage and any damage.
6. Security deposit of \$200 to be held by the Kitchen Committee representative until it is determined whether the deposit should be returned or forfeited, in whole or in part, to cover damages or special clean up of the interior or exterior of the recreation facilities.

SPECIAL EVENTS – PMHA

The RKC will:

1. Arrange to meet with the co-coordinator of the event before the activity and review how the dishwasher works, where the various items are stored and the procedure for the removal of trash. This is only necessary if the co-coordinator of the event does not have previous knowledge of the workings of the kitchen. ()
2. The day after the event inspect the kitchen for cleanliness and correct removal of trash. Contact the co-coordinator of the event if the kitchen has not been left in the same condition as it was before the event.

The RKC will periodically post reminders for the homeowners on the bulletin board and in the Pine Line about the process for booking. i.e. Contact RKC to determine the availability of the date needed and then sign a reservation agreement.

The RKC will provide the Board with semi-annual written reports at the AGM in September and to the Board in March. Items that the report might contain include: the number of times the kitchen and Grand Hall was booked, the number of paid rentals, problems that arose, purchases and the cost of purchases, contributions by another group, special cleanings that were done, upcoming needs, who is on the committee and how to make a booking.

When a family of a deceased resident wish to book the Grand Hall for a service or reception, the RKC will check for availability of the Grand Hall. If a group has booked the hall for the time requested, the RKC will explain the conflict with the group and ask that the group's event be moved to a different day or be cancelled. Every reasonable effort will be made to accommodate the request of a bereaved family.

Whenever possible, regularly scheduled events will take precedent over the booking of special events. On occasion a regularly scheduled event with a small numbers of participants may be asked to move to the Board Room or the Library if an exceptional occasion arises.