CLUBHOUSE COMMITTEE CHARTER
DEERLAKE VILLAGE COMMUNITY ASSOCIATION

PURPOSE:

To oversee the maintenance and management of the Clubhouse for the benefit of the community.

To facilitate and coordinate the daily, weekly, monthly and annual activities and functions that occur within the Clubhouse.

GOALS:

To provide a pleasant, well-maintained facility that is user-friendly. To seek and facilitate events to serve the interests of the community. To maintain the character and quality of the facility.

MEMBERSHIP:

- The committee should consist of at least five (5) members, in addition to a chair. The committee is encouraged to make recommendations to the Board.
- The chair and the members are appointed by the Board of Directors to serve one three (3) year term.
- No member of the Board of Directors shall serve as Chair; however, a Board member may serve as a non-voting Acting Chair until another Chair can be recruited.
- It is recommended that no more than one member of a household be a member of the committee.
- Individuals may be reappointed by the Board to serve multiple consecutive or non-consecutive terms.
- A committee member may choose to resign at any time.
- The committee may invite other residents to assist and advise special projects.

The Chair will:

- Coordinate the activities of the members
- Maintain a reservations calendar for clubhouse meetings, events and programs. Manage private events scheduled and hosted by residents to include collecting checks and registration forms and communicating with the renter, and also occasionally with outside vendors, before and after an event.
- Maintain the interior clubhouse and exterior curbside calendar information boards.
- Post the calendar in the clubhouse.
- Maintain an accounting of all clubhouse funds and supply receipts, cash and checks to the DVCA Treasurer.
- Be the contact for the Board Liaison.
- Write quarterly and annual reports, and may be invited to report on committee activities at meetings of the membership.

The Committee will:

- Study the Charter, Rules and Regulations - Part 4, and the parts of the Covenants and Bylaws that apply to clubhouse use. The committee will make recommendations to the Board for

changes in the Charter and Rules when necessary.
- Monitor supplies and equipment.
- Purchase supplies as needed.
- Keep records of facilities and equipment that need maintenance and report to and plan for repair in consultation with the Maintenance Committee.
- Complete an inventory for insurance purposes.
- Monitor the work of the cleaning service and coordinate pool level summer cleaning with the Pool Committee Chair.
- Oversee decor.
- Be responsible for clubhouse decorating, furniture and accessories.
- Make recommendations to the Board regarding maintenance (e.g., painting) of the interior and replacement of furnishings and furniture.
- Be in charge of clubhouse holiday decorating and removing and storing decorations.
- Plan and encourage social events, seeking hosts for such events.
- Encourage residents to schedule and host events and programs within community guidelines.

MEETINGS:

Scheduled meetings will take place monthly or as needed. The committee will keep minutes and written records. The minutes will be sent electronically to the committee liaison for sharing with as well as committee members. The committee may meet prior to each Quarterly and Annual Meeting to prepare their report and to plan for the next quarter.

BUDGET:

- The Chair will prepare an annual budget for the forthcoming year as requested by the Finance Committee and the Treasurer.
- The Chair will prepare RFQs and Contracts in cooperation with the Maintenance Committee as needed and the Finance Committee and as mandated by the Contract Process Policy.

REVIEW OF CHARTER.

Review this charter not later than June 30th of the calendar year. Ensure it is compared to any governing documents, Bylaws, policies, North Carolina Law, and rules.

- Once the update is approved, share a copy with all committee members, board liaison, and the DVCA webmaster.
- This charter is to be posted on Governance - Deerlake Village webpage at the bottom with all the other charters.

APPROVAL:

The Clubhouse Committee Charter was approved by the DVCA Board of Directors on the 11th day of June 2026.