

## **Beach & Clubhouse Committee Charter**

### **Purpose/Scope**

The Beach & Clubhouse committee is accountable for ensuring the ongoing maintenance of the clubhouse, surrounding grounds and beach areas. In addition, the committee identifies, secures funding for, and executes future improvements to protect CTA residents and continue to make the community a desirable place to live. Work with CTA Board to determine funding needs.

### **Committee Guidelines (common for all committees):**

- Meetings will be held on a monthly basis during May through September, and, then, as needed and in a place chosen by the committee in the course of their meetings
- Meetings will end with a clear understanding of expectations and assignments for next steps
- Ensure committee charter is kept current and updated, as needed (e.g., new issues, updates, etc.).
- Quotes over \$500 must be presented to the CTA board for approval.
- A final draft of committee minutes must be submitted to the board and reported out at the annual CTA meetings (June and August meetings).

### **On-Going Tasks (see attached for specific details – the original task list):**

- Fall and Spring Cleanup
- Winterize Clubhouse and outdoor shower
- Organize community beach parties (i.e., Memorial Day, July 4<sup>th</sup> and Labor Day)
- On-going Summer maintenance
- Manage Clubhouse rentals
- Schedule and manage security (Memorial Day through Labor Day)

## **Beach & Clubhouse Responsibilities:**

Immediate needs:

- Install signs that were ordered for the beach, dock and kayak rack
- Organize Labor Day Party:
  - Send invite to community
  - Purchase cups, plates, flatware, tablecloths, etc.
  - Set up & host party (tiki torches, firewood, tables)
  - Clean up after party
- Beach wall construction
  - Obtain grading plan
  - Submit grading plan to contractor for engineering work (E. work will be submitted by the stone company, Versa Lok
  - Engineering work will need to be signed off by local engineer for town to approve
  - Obtain approval from Wetlands
  - Obtain approval from First Light
  - Submit bond to town of NM
  - Begin construction in Oct/Nov as presented to community
- Retaining wall at front of clubhouse
  - Stones removed from beach wall will be used for this wall and is included in bid
  - Begin construction Oct/Nov as presented to community
- Submit recommended beach rules to Rules and Regs for submission to BOD for approval
  - Please note that Bylaws will need to be changed as well to reflect this new procedure but this is done by Rules and Regs
- Fall Cleanup:
  - Hire landscaper for fall cleanup and leaf removal
  - Umbrellas, composite chairs & fire pit under clubhouse
  - Wood chairs under cabana
  - Shade cloth washed, removed and stored
- Last septic pumping of season after Halloween party
- Winterize clubhouse and outdoor shower
- Spring Cleanup:
  - Hire landscaper for spring cleanup & rototill sand
  - Rake out beach
  - Set up beach with umbrellas, chairs, fire pit, shade cloth at cabana
  - Turn water on at clubhouse
  - Order sand as needed
  - Spray for sand and lawn bees
  - Plant planters with flowers
  - Order mulch for hill sides in parking area & boat launch area
  - Order gravel as needed for parking area

- Maintenance & replacement of all clubhouse furniture as needed including staining/painting
- Maintenance of cabana as needed and/or replacement including painting/staining
- Painting of clubhouse as needed
- Garbage containers out to curb on Mondays
- Memorial Day & July 4th community parties (see above)
- Summer – Ongoing:
  - Hire contractor for weekly mowing (May – Sept)
  - Weed beach o Weed mulched areas in parking area & boat launch area
  - Weed clubhouse gardens & mulch as needed
  - Spray for weeds in upper & lower parking areas and driveway
  - Maintain swale between Dandini & Beach to ensure debris is removed and runoff is void of obstructions
  - Beach cleanup to include picking up trash, lower umbrellas when left up, pull chairs back and pick up trash left by others, rake beach
  - Water and feed flower planters
  - Water / feed new plants on hillside at boat ramp. These are new and need to get established. Once established they should be OK.
  - Clean bathroom at least 1 time per week if not 2 times
  - Stock clubhouse with TP & paper towels
  - Clubhouse rentals:
    - Maintain calendar of rentals
    - Collect fees
    - Open & close clubhouse
    - Ensure cleaned before and after rental
    - Return cleaning deposit if applicable
  - Schedule Security (Memorial Day – Labor Day) Approved by membership at August meeting
    - No longer paid by beach as voted on at August meeting
    - Call 3 hours in advance to change schedule (if raining)
    - Ensure payment to security company
  - Hire contractor for milfoil removal in swim area
- Miscellaneous:
  - Must obtain 3 bids if over \$500 and submit to board for approval
  - Sill plate at clubhouse should be replaced (rotten)
  - Roof of clubhouse is leaking and needs to be patched or replaced
  - Cabinet for clubhouse sink was installed and should be painted
  - Address erosion at the swale (behind kayak rack) between Dandini and beach
  - Maintain Message Board located at beach.
  - Bathroom window either needs to be repaired or have frosted Cling applied to glass.