

Clubhouse Manager: (Officer or Non-Officer)

- Reviews and applies the Governing Documents regarding obligations and requirements for a Trustee and Committee Chairperson
- Reports to Clubhouse Facilities Trustee
- Enforces Rules for Use of the clubhouse
- Replaces lighting as needed at entrance/clubhouse exterior
- Evaluates common area plumbing, electricity, appliances pool
- Recommends course of repair
- Maintains Clubhouse Cleaning Contract
- Maintains inventory of consumables (cleaning supplies, paper products)
- Informs BOT or President of any needed repairs
- Inspects Clubhouse after Homeowner use to ensure compliance of Clubhouse
- Plans and establishes dates for (3) BOT SRCA community socials in conjunction with the assigned Trustee for that event
- Maintains succession file