

LWPOA
Lodge Committee Charter
Resolution of the Board of Directors

The Lake Wynonah Property Owner's Association Board of Directors (BOD) hereby establishes a Lodge Committee by adopting a Charter for the Committee as provided for in the Association's By-Laws, Article VI, Section 2—Committees.

Be resolved that, effective upon adjournment of this meeting, a New Lodge Committee (NLC) of the BOD is hereby chartered and created.

And,

Be it resolved that the Board of Directors adopts the following Lodge Vision, Lodge Mission, and Lodge Business Goals to be followed by the NLC:

LODGE VISION:

The Lodge is a common area for the enjoyment of Members in good standing, their Guests, Residents, and Tenants. It is a place to meet neighbors and enjoy friends and family. It is a location for bar and restaurant activities and for special events. It is a social hub for the Lake Wynonah Community.

LODGE COMMITTEE MISSION:

1. The Lodge Committee will ensure that the Lodge is an attractive common area and offers a welcoming experience to its patrons. The Lodge volunteers and paid staff shall be good hosts to patrons.
2. The Lodge currently offers bar and restaurant services, and the goal is to continue to offer quality services to the community in a convenient and cost-effective way. The NLC shall ensure that food and beverage services shall be in full compliance with all applicable health and safety regulations, LWPOA standards and rules and regulations, and PLCB requirements.
3. The NLC should look for ways to increase the number of Members who patronize the Lodge and increase the community use of the Lodge overall.
4. The NLC shall ensure that the Lodge follows good business and employment practices.
5. The NLC shall ensure that the Lodge bar and restaurant operation is financially self-sufficient.

DUTIES OF LWPOA LODGE COMMITTEE:

Be it resolved that, the purpose of the Lodge Committee is to advise and assist the Board of Directors in the implementation of the powers and obligations as outlined in the Deed Restrictions and the By-Laws of the LWPOA regarding the common area asset known as the Lake Wynonah Lodge. The Lake Wynonah Lodge shall include the Lodge Building and immediate grounds, but does not include the Grove, Pool, Tennis Court Area, or Amenity Parking Areas.

LODGE COMMITTEE FORMATION, MEMBERSHIP and MEETINGS:

The Board of Directors shall, in its sole discretion, approve and appoint from time to time the members of the NLC. The NLC shall consist of no more than five (5) and no fewer than three (3) voting members all of whom shall be Members in good standing. In addition, the NLC will have five (5) seats open to Members in Good Standing or Residents that reside with a Member in Good Standing with NO voting rights. These Members/Residents will be active NLC participants and will provide any volunteer help that may be needed. These seats will be open to the membership. The NLC shall be approved by a vote of the Board of Directors at a meeting at which a quorum of the Board of Directors is present. The NLC may be removed by vote of a majority of BOD members at a BOD meeting at which a quorum is present. NLC Members' terms shall be staggered to prevent all slots becoming open at one time. For a Committee consisting of ten (10) members, initial appointments shall be for (3) voting members for three (3) years (Chairman, Treasurer, Secretary) two (2) voting members for two (2) years (e.g. Food Production Manager Servesafe Certified, Bar Manager, RAMP certified) and Two (2) positions for one (1) year (Marketing/Social Media Director and Events Coordinator) After the initial appointments, the term of each Committee member shall be voted on to potentially extend term for two years. . The NLC will select a Chairperson and Secretary and a Treasurer. A majority of the NLC members must be present to vote.

The BOD shall also, from time to time solicit the membership as referenced above for Committee members, approve and appoint Committee members as additions to the Committee or as members resign or are removed. The unexpired term of any Committee member who resigns or is removed by the BOD shall be filled with a new Committee member for the remaining term as appointed and approved by a majority vote of the BOD. The same process for initial Committee appointments shall apply to resignations and/or removals. No more than three (3) unexcused absences from NLC monthly meetings will be permitted during any twelve (12) month period. A Board Liaison will be chosen by the Board to act as the go between for the Lodge with the Board. There may be more than one Liaison to the Lodge if so chosen by the Board. This Liaison will not have any voting rights, unless there is a tie, which the Liaison will settle by his/her vote.

The NLC Secretary shall take attendance and take minutes of NLC meetings and submit the minutes to the LWPOA BOD at the next NLC scheduled meeting. A member of the Lodge Committee that is or may be a paid employee of the Lodge are precluded from voting on matters that affect their pay, benefits, employment status, or financial matters affecting themselves, their immediate family, or persons living in their household. This does not mean a paid employee cannot be a voting committee member. They will, however, have to abstain from the vote.

The NLC shall fix its own time, place of meetings and prescribe its own rules of procedure. NLC members may not include more than one individual from a single Member family.

LWPOA SUPPORT FOR THE LODGE:

LWPOA support for Lodge operations currently provides for: 1) use of the Lodge for bar and restaurant operations; 2) utilities (water, septic, gas, electric, phone, basic internet service, pest control services); 3) routine maintenance of the Lodge building including the HVAC, maintenance and repair of bar and kitchen equipment, in cases where the NLC does not have funds to maintain/repair such equipment; (4) insurance; 5) administrative support from the Business Office; 6) routine Security support; 7) and cleaning of the lobby, restaurant, bar, and restrooms. (LWPOA will not clean the kitchen, storerooms, or appliances/fixtures). If LWPOA funds are necessary to support Lodge bar and restaurant operations which includes the Pool Concessions (Pool being an Amenity), then such funds shall be considered a temporary subsidy and shall be recouped from the Lodge.

The NLC shall report to the Business Office any building deficiencies, damage or hazards that may be discovered.

If the NLC determines that LWPOA capital or reserve funds are needed for the Lodge, then by December 1 of each year, the NLC shall submit a budget request to the LW BOD for: 1) each item of equipment being requested; 2) proposed changes, alterations, improvements, or additions to the Lodge building or grounds; and 3) a business case for each budget request.

If the BOD approves the budget request, then the NLC shall submit: 1) minimum requirements and specifications; 2) estimated cost; and 3) suggested vendors. The LWPOA Business Office will be responsible for acquisition in accordance with LWPOA procedures. Anything acquired for the Lodge by the LWPOA is the property of the LWPOA but shall be operated and maintained by the Lodge in full compliance with the manufacturers operating instructions and warranty requirements.

LODGE COMMITTEE RESPONSIBILITIES AND REPORTING REQUIREMENTS:

The Lodge shall: operate on the same fiscal year as the LWPOA; shall keep its books and records in a manner not inconsistent with the LWPOA's; develop an inventory control system and shall establish a regular schedule for taking inventory; maintain records of purchases and expenditures; collect sales data for the bar and restaurant separately and combined.

The NLC shall not establish any rules or regulations for the Lodge or for the NLC which are contradictory, or otherwise not in compliance with the LWPOA governing documents (Deed Restrictions, By-Laws, Membership Handbook).

Within fifteen days of the end of each quarter, the NLC shall provide the BOD with quarterly financial results including income, expenses, cash reconciliation, balance statement. Each quarterly report shall include a forecast for the next quarter.

The NLC Chairperson(s), the BOD rep(s), and the Community Manager shall conduct periodic (not less than quarterly) inspections of the kitchen, restaurant, bar, restrooms and storage areas of the Lodge for cleanliness and orderliness. A short report on the findings shall be submitted to the full BOD within ten days of each inspection.

EVENTS AT THE LODGE:

The NLC will manage Lodge events and activities. In addition to regular bar and restaurant services, the Lodge is available for use and/or rental by community Members, groups, and clubs, upon reasonable request and upon approval of an Event Form. The sponsor of an Event Form shall be fully responsible for the cost of the Event. The NLC shall track costs and profit/loss for each Event. It is hereby suggested that any rental fees for events held at the Lodge be solely used for any improvements not normally covered by the LWPOA, including maintenance and repairs of equipment. A separate line item for Lodge rentals will be reflected on NLC monthly financials.

The sponsor of an Event shall submit an Event Form (and as applicable, the Lodge Rental Form) to the Business Office. If the request is for the Lodge, the Business Office shall provide the NLC Chairperson(s) and Board Liaison with a copy of the Event Form. The Lodge Chairperson shall make sure the Event does not conflict with any planned use by the NLC or any other scheduled Lodge Event. The NLC Chairperson(s) shall provide the Office with the estimated cost of services to be provided by the Lodge (bartenders, wait staff, Security, cleaning, other) and shall return the Event Form to the Business Office for final approval. The Business Office shall manage the funds and shall ensure the Lodge operation receives the Lodge portion of the funds.

LODGE COMMITTEE BUSINESS GOALS:

1. Minimize risk of loss to the LWPOA.
2. Operate the Lodge with adequate cash and other financial controls and safeguards.
3. Establish and maintain accurate financial records.
4. Ensure proper management and control of Lodge funds.
5. Prudently expend Lodge funds for operations, salaries, and expenses.
6. Operate the Lodge on a break-even profit/loss basis for each year.

Specifically, the NLC shall have the authority to:

1. Take actions necessary to accomplish NLC Business Goals:
2. Take actions necessary to obtain, maintain, renew, and change the PLCB license; select menu items and prices; select bar items and prices; establish charges for Events at the Lodge; hire, manage and fire a Lodge manager (with BOD Approval), kitchen, bar and support staff; develop operational procedures for the bar, restaurant and for Events; establish restaurant and bar standard operating procedures, cleaning schedules, and the like; establish policies for Events.
3. With approval of the BOD, the NLC may: establish hours of operation; adopt and/or amend rules and regulations including 'house rules'; establish Lodge Membership requirements (if required by the PLCB); and obtain permits or special license from local or state authorizes for Events._

Be it further resolved that the resolution on this subject was adopted by the Board of Directors on Wednesday, October 9th, 2024.

Signed [Signature] BOD President

Signed [Signature] BOD Secretary

Signed [Signature] Community Manager