

Village Grande at English Mill

PROCEDURE 112 – Replenishing Common Clubhouse Consumables

1.1 Purpose

This procedure describes the process to follow to assure that the HOA provides an ongoing availability of consumable supplies.

1.2 Roles and Duties

Social Committee – Identifies need to replenish certain supplies and purchases the supplies during the period beginning September 15 and ending May 15.

Poolside Grille Coordinator - Identifies need to replenish certain supplies and purchases the supplies during the period beginning May 15 and ending September 15.

Purchasing Coordinator – Identifies need to replenish certain supplies and purchases the supplies.

Site Manager – Identifies need to replenish certain supplies and purchases the supplies.

1.3 Procedure

The following items contained in Table 1 are considered clubhouse consumables and are covered by this procedure.

An inventory will be taken on each of these items on a monthly basis to determine if replenishment is required. Should an abnormal use of an item occur between inventories, the Site Manager should be notified, and the Site Manager will determine method of replenishment.

Replenishment of these items will be funded as shown on Table 1. The order quantity and Reorder point shown are recommendations, however the person replenishing the item should use their discretion.

Items not shown on Table 1 are not considered common consumables and the purchase thereof should be by the individual Committee, Club or Group requiring the item(s).

1.4 Definitions and Acronyms

HOA – Village Grande at English Mill Homeowners Association Inc.

Site Manager- The person responsible for the day to day administration of the HOA.

1.5 Inquiries: Questions regarding this procedure should be directed to the Site Manager.