

STONE CREEK COMMUNITY KITCHEN CLUB POLICIES AND PROCEDURES

Article I: GENERAL

I-A: Stone Creek Community Kitchen (SCCK)

1. Concept of a Community Kitchen for Stone Creek: The developer (Pulte) provided a "kitchen" amenity with other amenities built for Stone Creek. The kitchen amenity included a large kitchen area with storage cabinets/ closet and other kitchen components/elements in the Reflection Bay Reunion Center and was outfitted with various high quality commercial appliances costing over \$75,000 including:

- 2 large six burner stove tops and ovens
- 2 convection ovens
- 2 electric cooking and warming ovens
- A four section grill
- Induction cooktop
- Commercial grade refrigerator
- Commercial grade freezer
- Ice machine
- Dishwasher
- Three section washing sink and professional floor/mop cleaning stall

2. Residents participated on a community committee that worked with residents and clubs of Stone Creek to outfit the kitchen with needed equipment, utensils, tools, smaller appliances, etc. and with Association approval established the kitchen amenity to be for the entire community as a "Community Kitchen." The Stone Creek kitchen amenity is a Stone Creek Community Association asset, and as such should be equally accessible to each resident, club, group, and committee with no club having sole access or higher priority for it use.

3. Fundraising events and donations by residents, groups and clubs have provided the funds to purchase the other equipment, utensils, tools, smaller appliances, etc. to make the Community Kitchen more functional and easier to use.

Major equipment added by the Stone Creek Kitchen Club includes:

- French Door Refrigerator
- Warming Oven
- Microwave
- Stainless Steel Island in dishwashing area
- Buffet in ballroom

I-B: Association Tasks

- **Supplies** - Being that the SC kitchen is an amenity available for use by all residents, clubs/groups and staffs the supplies necessary for operation of the kitchen shall be provided by the HOA. These include, but are not limited to, sanitary work gloves, detergents and other cleaning supplies, first aid supplies, and trash/recycle bags. *
- **Scheduling**- The sole responsible party for scheduling the use of the kitchen shall be the Lifestyle Office. This includes providing the request forms, maintaining and posting a kitchen calendar, and finding solutions for potential scheduling conflicts with multiple groups desiring to use the kitchen.
- **Kitchen Access**- The front desk staff is responsible for issuing keys to locked areas including the kitchen cabinets, closet and buffet. The list, provided by the Kitchen Club, of Event Food Coordinators authorized to check out keys should be checked before issuing the keys to any resident. Residents may also present an ID card

issued by the KC for access to the keys. **Residents not on the list should not be given keys.**

- **HOA/Developer Events** – Staff members responsible for such events shall be trained in kitchen safety and sanitation guidelines, and be knowledgeable of the kitchen organization and procedures. (Basic Kitchen Training). Staff person shall also be responsible for kitchen cleanup and putting away, in the correct storage area, any equipment used. All storage areas should be kept locked after use.
- **Custodial** – HOA shall provide the scope and scheduling of cleaning contractors to maintain cleanliness of the kitchen area, including the floor on at least a weekly basis. This should also include a contract for removal of accumulated recycling and garbage and provide necessary containers both inside and outside the facility for collection of such.
- **Maintenance** – Periodic maintenance of kitchen appliances, sinks, fire protection and other safety equipment shall be provided. This should include major professional cleaning of kitchen appliances on an annual basis, at a minimum. Provide for repair and/or replacement for any of the original kitchen equipment as needed.
- **Collaboration** – The Association staff should meet with and communicate with the officers of the Stone Creek Community Kitchen club in regard to matters involving the operation of the kitchen. Club leadership is expected to keep the staff abreast of any issues that may arise with the kitchen. Any unresolved or disputed matter associated with kitchen operations may be presented to the CAAC and or Association Board of Directors for resolution.

***In the event, the Association does not budget or provide funding for any of the items listed the SCCK club does not assume the responsibility to fund these items.**

I-C Club Tasks and Responsibilities

- **Steward of the Kitchen** -The Stone Creek Community Kitchen Club assumes the role of steward for the kitchen amenity and thus provides the organizational structure to enhance, outfit, maintain, and oversee the kitchen operations for optimal use and betterment of the community.
- **Purchase equipment** – Shall raise funds and purchase equipment that enhances the use of the kitchen for both club activities and other SC events. When applicable, equipment should meet commercial or professional grade quality including NSF (National Science Foundation) or other certification, as well as health and safety features.
- **Equipment ownership** - All appliances are the property of the SC Community Kitchen. Equipment purchased by the SCCK club also becomes property of the Community Kitchen to be used by other authorized kitchen users. However, the SCCK club reserves the right to establish applicable policies, procedure and guidelines necessary to protect and effectively manage the correct use of such equipment. **Equipment is not to be removed from Reflection Bay by any individual or club.**
- **Kitchen Training** -The SCCK club shall provide training to interested residents on the proper guidelines and procedures for using the kitchen. Basic Kitchen training shall be scheduled on a quarterly basis and be open to any SC resident or staff member without a fee.
- **Authorizing kitchen users** -To become an authorized kitchen user, (Event Food Coordinator) residents must attend a two-part training workshop (Basic and EFC) conducted by the club. Club shall maintain an updated list of authorized kitchen users and provide the list to the front desk staff and the lifestyle office.
- **Inventory** – Maintain and update an inventory of all kitchen equipment. Copies of the inventory should be available both in the kitchen and on the club portal.
- **Kitchen Organization** – The club shall organize and label all kitchen storage areas to facilitate ease of use. All kitchen users are expected to return things to the proper location after use.
- **Collaboration**- The leadership of the SCCK club shall work in cooperation with the HOA management staff in matters deemed important to ensure the kitchen is being maintained properly and in good repair with necessary supplies and equipment provided. Club leadership shall also work with HOA staff in regards to compliance issues and procedures that may need to be updated.

Article II: Club Purpose and Structure

II-A Purpose

- The purpose of the Stone Creek Community Kitchen club through the use of its members, groups and/or SCCK club committees will work with the Homeowner's Association management team to ensure the Stone Creek kitchen amenity remains a useful and accessible amenity for all clubs and groups. As stewards of the kitchen, the club shall provide the necessary oversight to :
- Ensure a healthy, safe and clean environment for food preparation
- Provide a properly equipped and organized kitchen facility
- Conduct classes or workshops to acquaint interested residents with the proper guidelines for using the kitchen including Event Food Coordinator Certification for other Stone Creek Clubs
- Additional functions of the club include:
- Offer classes and workshops for learning and food preparation opportunities

- Hold club activities and community events that contribute fun and enjoyment to enhance the lifestyle at Stone Creek
- Participate in select community outreach endeavors

II-B Operational Structure

- As a Stone Creek Charter Club, SCCK club shall have a Board of Officers (BOO) with set responsibilities.
- An Advisory Council shall serve to advise the BOO and assist with conducting club activities.
- Resident and Voting Members may participate as members of committees, teams, or special interest groups.
- The lead/chair for committees, teams, and groups shall be Voting Members of the club.
- Basic SCCK groups include but are not limited to:
 - Kitchen training
 - Kitchen operations
 - Fund raising events/ projects
 - Food preparation/cooking classes
 - Community Service/Outreach
 - Publicity
- As participation increases more groups may be formed or existing groups may become more focused. Groups may also decide to evolve into separate established Charter Clubs that cater to more specialized interests than the general focus of the SCCK.

II-C Scheduling Meetings, Activities and Events

- Business meetings are to be scheduled on a regular basis, to be held quarterly at the minimum.
- The regular business meeting day and time must be scheduled via the Lifestyle Office using the “Club Business Meeting” form.
- The purpose of the business meeting is to keep the membership updated with club activities, finances and other club business.
- Business meetings may also include presentations or activities of interest to members.
- A budget for spending club funds for meeting activities should be established by the BOO at the beginning of each calendar year.
- Regular club activities are defined as activities that are open to club members and advertised via the Kitchen Club portal and club email distribution list.
- If a regular activity occurs on a recurring basis it should be scheduled via the Lifestyle Office using the form titled “Regular Club Activity.”
- If they are scheduled randomly throughout the year the form titled “Facility Reservation Form” is used to schedule the kitchen or other needed space with the lifestyle office.
- Examples of regular club activities include cooking classes, workshops, fund-raising activities or committee meetings.
- Special Events are defined as those events that are open to all community residents. These events are advertised via community-wide email, community calendar, and SC TV.
- Special events are scheduled with the Lifestyle Office using the form “Special Event Reservation” form.
- Stone Creek charter clubs are limited to 3 special events per calendar year. However, the SCCK club was granted permission by the CAAC to hold up to 6 special events per year. (See 4/29/13 and 6/24/13 minutes of CAAC for approval.)
- The extra 3 events must be Bingo events; tickets available to the general community population. (Up to 40% can be pre-sold to event volunteers.)
- In addition to the Dinner and Bingo events other examples of special events include concerts, rummage sales and various types of community meals or fund-raisers.

Article III – Membership and Dues

III A: Membership

- Membership shall be open to all members, without discrimination, of the Stone Creek Homeowner's Association in good standing. (Identified by Association records.)
- There are two types of membership:
- Voting Members are those residents who have chosen to be active in the club by payment of annual dues or earning a dues waiver.
- Voting Members shall have voting privileges for club business and election of officers
- Priority for activities with limited space and a reduced fee for some activities may be extended to Voting Members when determined feasible by the club's officers
- Dues waivers are granted to anyone who has participated in two or more club fund-raising activities or other club business related activity and thus earning work credits. Generally speaking, a work shift of 1 and ½ to 2 hours is required to receive a work credit along with a sign-in sheet to provide proper record keeping
- Participation in Community Outreach projects is philanthropic in nature and thus does not earn work credits unless noted by club leadership as an exception
- Some participation in activities of a short nature are viewed as volunteer help and do not result in work credits
- Resident Members are all residents who have not been designated as Voting Members of the SCCK club.
- They are welcome to attend all club meetings, activities, and events, space permitting
- Membership status allows residents to participate in club-sponsored bingo events in accordance with Florida gambling statute 849-0931 regarding participation in HOA bingo events
- They do not have voting privileges for club business or officer elections
- They may be assessed an established fee for specified club activities and may have limited access to some activities
- Membership established in one calendar year is valid until April 1 of the following year.
 - This grace period allows time for members to earn two work credits toward a dues waiver and thus maintain continuous membership
- Membership is established upon payment of dues or earning of 2nd work credit.* However, it must be established at least 7 days prior, in order to vote in officer elections, By-Law or club Policies and Procedures changes

*Work credits are valid only in the calendar year in which they are earned.

III-B: Dues

- Amount of dues shall be determined annually by the Board of Officers at the beginning of each calendar year.
- Amount of dues must be approved by the majority of Voting Members present at the first scheduled business meeting of the calendar year.
- Dues may be waived, as provided by the club's Policies and Procedures, if the BOO so chooses.

III-C: Membership Expectations and Code of Conduct

- Members are encouraged to participate in a variety of club activities that promote the club's mission.
- Proper behavior and decorum are expected from all participants at club meetings, events and activities.

- Failure to adhere to the Code of Conduct may result in removal from an event, suspension from club activities or termination of membership. Termination requires approval from Association Management
- Code of Conduct:

Stone Creek Community Kitchen Club Code of Conduct

Applies to Voting Members, Resident Members and Guests

All persons attending an SCCCK Club meeting, activity, or event are expected to conduct themselves with desirable and appropriate behavior. Examples of inappropriate behavior include, but are not limited to:

- Disrespecting the rights of others
- Loud and obnoxious behavior possibly due to being under the influence of alcohol/drugs.
- Loud or excessive use of profanity
- Disrupting the program or activity with argumentative/distasteful comments
- Blatantly creating turmoil, disruption, or dissention among club members or other clubs
- Failure to follow health and safety guidelines when organizing or working an event or activity

Consequences for inappropriate behavior:

- Verbal warning asking the offender to control the behavior
- Being asked to leave an event by the Club president, or designee
- Incidents requiring law enforcement should be referred to an Association staff member on duty to make the call

A written notification, by email or letter, from Club president identifying or clarifying the details of any inappropriate behavior/incident and actions taken, or notice of action that will be taken in the future. If such behavior continues may be sent to named individuals. Individuals receiving this communication may respond in writing within 5 days, to state, explain, or clarify their understanding of the complaint. Further action cannot be invoked until the named individuals have had a chance to respond.

If further action is warranted, the individual offender may be put on short-term suspension as determined by the President and approved by a majority of the BOO.

If deemed necessary by the majority of the BOO, a club member's membership may be suspended. However, this requires approval from Association Management.

Article IV: Officers and Meetings of the Board

IV-A: The Board of Officers positions and duties

- President: Presides over SCCCK business meetings, attends Charter Club president's meetings, and monitors all aspects/activities of the club.
- Vice President: Fills in for president when needed, establishes quorum at meetings, and maintains membership records and kitchen training records.
- Treasurer: Prepares all financial reports, submits necessary information to the Association, oversees the Purchasing Committee, and maintains inventory records.
- Secretary: Takes minutes at meetings, keeps club binder updated, submits quarterly report to the Association, and is responsible for other club correspondence.
- Portal Administrator: Maintains the club's portal page, sends club emails, handles publicity and works with AV committee as needed.

IV-B: Volunteer Assistant Officers

- Assistant Vice President
- Assistant Secretary
- Assistant Portal Administrator

Position of Assistant Treasurer is not permitted under Association rules.

Volunteer assistants support the corresponding elected officers in fulfilling the duties of their position. They do not have voting rights for BOO decisions.

IV-C: Officer Nominations

- Nominations are made by a Nominating Committee which is appointed by the President. Members of this committee shall consist of at least two Voting Members who do not plan to run for office.
- The nomination committee shall canvass the membership to find capable and willing members to run for office. Voting Members may also indicate their interest to at least one member of the nominating committee.
- Priority for nomination should be given to Voting Members. Current officers, members of the Advisory committee or leaders of other committees/teams should be given top consideration.
- In the event a Voting Member cannot be found for a specific office, consideration may be given to a Resident Member.
- Members of the Nominating Committee may also decide to place their own name on the ballot if other candidates are not available.
- It is the nominating committee's job to decide which names to add to the slate of officers to be elected. The proposed slate of officers must be presented to the membership one month in advance of the election at a duly called meeting or via email. When the slate is presented, nominations from the floor may be accepted.
- Officers must serve without compensation for any services or duties performed for the club.

IV-D: Elections

- Election of officers shall be held in the 4th quarter of the year at a duly called meeting designated as the annual business meeting for the election of officers. The meeting must be scheduled at least one month after the slate of officers has been presented to the membership.
- Only those identified as Voting Members in the records shall vote. Voting will be by show of hands when there is only one candidate for each office on the slate of nominations.
- If there is more than one candidate for any office, voting for that office shall be by written ballot with all nominees listed.
- If any office does not have a nominee on the announced slate of candidates by the one month deadline, it shall be treated as a vacancy. (See IV. E below)
- Show of hands count shall be conducted by the President or designee (if the current President appears on the slate of officers).
- Written ballots shall be counted by at least two Voting Members to be named by the President.
- Newly elected officers shall assume office on December 1 following the election. They shall serve for one year and not exceed 3 consecutive terms in any one board position.
- Newly elected or appointed officers shall, within 14 days of taking office, read and understand the club's By-laws and Policies and Procedures. Club officers must also sign and submit to the Lifestyle Office form CC-5 and meet the requested deadline.

IV-E: Vacancies

- The President shall appoint a temporary officer to fill any vacancies that occur on the board. The appointee will take office immediately upon confirmation by the majority of the Board of Officers. This may be accomplished via email or at a duly called BOO meeting.
- If the President is unable or unwilling to complete his/her term of office, the Vice President shall step up into the position of President and appoint someone to fill the office of Vice President. The appointee will take office immediately upon confirmation by the majority of the Board of Officers.
- If the VP does not want to step up or is ineligible (i.e., just completed 3 consecutive years as President) he/she may hold the office of President temporarily until another election for President can be held. (Not to exceed 90 days).

- If the VP declines to hold the office temporarily, the VP appoints a temporary President until a new election for President can be held. The appointee will take office immediately upon confirmation by the majority of the Board of Officers.
- A **recall** of an officer requires a majority vote of the BOO and is subject to approval of the Voting Membership at a duly called meeting. A special meeting can be called for this purpose if deemed necessary by a majority of the BOO.
- An officer subject to recall shall be given the reasons in writing and is entitled to present a statement to the membership prior to voting on the recall.
- Valid reasons for recall include, but are not limited to, neglect of assigned duties, consistently missing meetings, being a major source of conflict on the Board of Officers or within the club membership as a whole.

IV-F: Meetings of the Board of Officers (BOO)

- The BOO consists of the President, Vice President, Secretary, Treasurer and Portal Administrator. Board members are equal and no individual officer has veto power or mandating power over the other officers.
- The first BOO meeting in December, following the election of officers, shall be a time of transition for the new board members to seek advice and input from the outgoing officers. Both sets of officers should be in attendance with the newly elected officers having the voting rights for an issue put to a vote.
- Upon the election of new officers, a regular meeting schedule for the coming year should be established. Meetings should be held quarterly at a minimum but can be held on a monthly basis and called on an as-needed basis for specific issues.
- The President shall preside over the BOO meetings with the Secretary recording the minutes of the meeting. A copy of the minutes should be stored with club records (not in club binder located in the lobby).
- All members shall be given an opportunity to provide input in discussing topics and issues. Decisions should be made by consensus as much as possible as opposed to a formal vote. If a formal vote is needed the results should be recorded in the minutes.
- When a decision is needed and scheduling a meeting is not convenient, the BOO may discuss and vote on an issue via email with the Secretary recording the email discussions and voting results.
- A quorum must be present at a meeting or email response for a valid vote on any issue.

IV.G: Advisory Council

- An Advisory Council shall be used to provide input and assist the BOO with conducting club business.
- Members of the Advisory Council shall be appointed annually by the President with approval from the BOO.
- The Advisory Council shall comprise volunteer assistant officers, bingo team leaders, chair of any permanent committee, and at-large members.
- The Advisory Council shall meet on a regularly scheduled basis to be determined at the beginning of each calendar year.
- The President shall conduct the meeting with the minutes taken by the secretary or the volunteer assistant.
- Agenda topics shall be developed by the President with input from other officers. Members of the council may also suggest or bring up topics for discussion.
- Advisory Council votes are not binding on the BOO in regard to club business.

ARTICLE V: MEETINGS OF THE FULL CLUB MEMBERSHIP

V-A: Voting Policies

1. Voting Membership shall be established at least 7 days prior to officer elections, By-Law or club Policies and Procedure changes.
2. Proxy voting will NOT be allowed for Voting Members. However, email vote by Voting Members may be accepted on a specific issue when the Board of Officers determine that time is of the essence, including but not limited to approvals for expenditures or purchases or changes to Club Policies and Procedures.
3. Written ballots will be required for all By-Law changes and for Board of Director elections when there is more than one candidate for any board position. Show of hands voting may be used for changes to Policies and Procedures.

V-B: Notification of Business Meetings

- Notification shall be sent one week in advance of scheduled business meetings.
- Notification should include date, time, location, and agenda topics.
- One month advance notice is needed prior to voting for officers, By-Law or Policy and Procedure changes.

ARTICLE VI -- FINANCIAL

VI-A: Finance Policies

1. Control Procedures including check-signing provisions, inventory requirements, etc. refer to Charter Club Rules and Regulations, Financial Controls and Procedures, section 4.1 , Stone Creek Community Kitchen Club Policies and Procedures, and applicable SCCK Financial Guidelines.

2. All SCCK disbursement approvals shall be documented on SCCK Disbursement forms requiring two signatures. This provides the SCCK a record of actual approvals since hard copies of checks are not typically provided in the banking industry.

- Form CC-10X Petty Cash Disbursement
- Form CC-11r Check Disbursement Summary

3. A request for funds (pre-approval for purchase or cash advance) for SCCK purposes may be made by any Voting Member, SCCK BOO, Committee or Group by using the “Request for Stone Creek Community Kitchen Funds” form. The form shall be submitted to the SCCK Treasurer for processing. Approvals shall follow SCCK policies. (See By-laws article V. Financial G. Required authorizations.) Any SCCK member’s purchase of any item(s) for SCCK use without prior applicable approval may not be reimbursed by the SCCK and the SCCK member assumes the financial responsibility for that purchase.

4. All funds associated with SCCK conducting BINGO must be accounted for separately and in accordance with Florida law (See state 849.0931)

5. Any project using SCCK club funds must have a reconciliation report, prepared by the Treasurer, with detailed information provided by the Project Leader. Examples include, but are not limited to, the Annual Potluck dinner, Logo sales, concert and membership dues. The membership dues report must be forwarded to the Vice President for tracking Voting Membership.

VI-B: Periodic Actions

- As needed: Schedule meeting of Purchasing Committee or contact by email for discussion of equipment needs, report research findings and recommendations to the BOO for approval.
- Monthly
- Collect and deposit dues and complete a membership report for the Vice President to update the Membership records.
- Deposit income, write disbursement checks, reconcile monthly bank statement, and prepare Association Financial Report including copies of all disbursement forms and receipts. Forms CC-8 and CC-8a “Monthly Financial Report” and “Sales Tax Report”. If sales tax was collected by the Club during the reporting period and is stated on Form CC-8A as such, a check made payable to Stone Creek Community Association, for the amount of tax collected must accompany the form.
- Report at monthly Club Business Meeting the balance available.
- Maintain an appropriate balance for ad hoc purchases by the BOO. The BOO should set the minimum limit each year.
- Quarterly – SCCK reports to Association (as required).
- Annually
- Propose annual budget, Form CC-10 “Charter Club Budget”, for SCCK BOO approval, followed by Club Membership approval and submitted to Association. Indicate how monies exceeding \$5,000 carried over to the following year will be used.
- Appointment of purchasing committee members by SCCK BOO.
- Deliver the financial reports (Bingo, Logo etc.) and the detail of checks approved and written to Auditor (appointed by BOO).

ARTICLE VII –Committees or Groups

1. The SCCK BOO may elect to establish club committee(s) to accomplish or focus on specific SCCK Club business and functions. The leaders of such committees shall be Voting Members.
2. All SCCK committees shall have a Charter specifying the committee's purpose and the SCCK focus area(s) within the committee's scope, duration, membership details (limit on number of members - if any, appointed or volunteers, etc.), committee chair, etc. Charters shall be approved by the Board of Officers.
3. A Nominating Committee (appointed by the current President and consisting of at least two Voting Members) will be required annually since nominations for the Board of Officers must be developed at least 30 days prior to the BOO elections. (See By-laws article V. C. for detail)
4. Ongoing Committees include Advisory Council, Kitchen Training, Community Outreach, Nominations, and Purchasing.
5. Ad hoc committees may be set up as needed for specific projects or events with approval of the BOO.

ARTICLE VIII – AMENDMENTS -intentionally left blank

ARTICLE IX – DISSOLUTION

IX-A: Dissolution Agreement

1. Prior to dissolution of the SCCK, the Stone Creek Community Association and its staff shall be contacted to request that either the Community Association Manager (CAM) or Board of Directors acknowledge:
 - The responsibility to establish a suitable organization and/or responsibility agreement ensuring the legacy of a Community Kitchen concept for Stone Creek is maintained.
 - That all SCCK funds, property, and assets were obtained with the sole purpose of supporting a Community Kitchen and therefore it would be desirable that those funds and assets be earmarked for the continuation of supporting the Community Kitchen at Stone Creek.

ARTICLE X – MISCELLANEOUS

X-A: Equipment/Safety

1. The Stone Creek Community Kitchen Club and the Stone Creek Homeowners Association provides many appliances and other pieces of kitchen equipment for use by members. In order to use the equipment, all Association staff and members must receive training in the use and safety of each piece of equipment. General health and safety information is also required in order to use any of the kitchen facility elements. See SCCK Training for more details.
2. Community Kitchen equipment and/or supplies may not be removed from Reflection Bay.
3. All equipment furnished by the Stone Creek Community Kitchen Club is for use by Stone Creek residents. Association staff or residents who wish to sponsor non-residents use of the kitchen equipment (e.g. catering, food service, food preparation, etc.) for events or activities shall be responsible for the actions of their guests. The sponsor or designee must have completed the necessary kitchen training for the use of the kitchen.
4. Fire alarm locations and safety equipment should be used appropriately, including notifying Association Staff of any fire or fire equipment activation.

X-B: Kitchen Area Use

1. Members may use the kitchen area for meetings when it is available and not scheduled for classes or any planned event or other posted activities. Members are responsible for leaving the kitchen in a clean and orderly fashion.
2. Cell phone usage should be limited in the Kitchen Area.
3. Smoking is prohibited in the Kitchen Area (any part of the Reunion Center) and outside area near the kitchen back door (fenced area).
4. Kitchen area Bulletin Boards, notebooks, health & safety bulletins and other means of providing Stone Creek Community Kitchen club member information are for Kitchen Club use only.
5. Kitchen information, pictures, and other kitchen related decorations may be added to the Kitchen Area provided one of the SCCK officers has obtained prior approval from the Association management. Walls and other display areas shall be returned to at least the original condition for all items removed.
6. Every possible care is given to kitchen equipment and resident-owned items; however, Stone Creek Community Kitchen Club is not responsible for unforeseen damage to any article, appliance, equipment, etc. left in the kitchen area or for damage during cooking, cleaning, or storage.

X-C: Classes/Workshops

1. Scheduling

- a. Classes/workshops of interest to Voting Members or Resident Members may be held throughout the year.
- b. Leaders/instructors may be Voting Members, Resident Members or guests from outside the community.
- c. Use of the kitchen for classes/workshops must be scheduled through the Lifestyle Office by a SCCK club officer using the appropriate form.

2. Registration

- a. Voting Members shall have first priority for registering for announced classes/workshops.
- b. If space remains, Resident Members may be offered a chance to register to fill the remaining spots.
- c. Prospective home buyers may register for a class if there are openings.
- d. Overnight guests of resident may register, space permitting, but must be accompanied by the resident.

3. Fees

- a. The BOO with input from the instructor will determine the fee for individual classes/workshops to cover the cost of the supplies being used.
- b. Voting Members may be offered a reduced fee while Resident Members pay the established fee.
- c. Instructors/leaders are not paid for their services. Exception can be made, with BOO approval, for some special one-of-a-kind opportunity with a teacher who is typically paid for presentations.
- d. Refunds are not granted for no-shows. However a registered participant can offer his or her space to another person if unable to attend. Refunds will be issued when a class is cancelled or is a no-show by the instructor.
- e. Payment may be made with cash or check and receipts are to be issued.

4. Financial Accounting

- a. Instructors must submit their actual receipts to the Treasurer for reimbursement of supplies purchased to conduct the class/workshop.
- b. Reimbursements will be limited to a set amount determined in advance by the BOO with input from the instructor. Anything over that amount will be at the instructor's own expense.
- c. Reconciliation sheets showing receipts and expenses are to be completed by the instructor/leader with input from the Treasurer. The Treasurer is to keep copies of the reconciliation sheets.

XI-D: Portal Calendar

1. The SSCK Calendar will be established by the Board of Officers and maintained by the Portal Administrator.
2. The Calendar will run from January 1 through December 31.
3. At minimum, the calendar will contain regular full-Club membership meetings, full membership business meetings, annual meeting for the election of Club officers (Nov), Board of Officers Board meetings, various other scheduled group meetings and special Club events.
4. The SCCK Calendar will be displayed on the Stone Creek Portal and on the Stone Creek Community Kitchen Bulletin Board (when available).