



Association Bylaws Addendum 1

CEDAR COVE M. H. ASSOCIATION ACTIVITIES COMMITTEE

Amended and Approved 1st. February 2017

1. The name of the Committee shall be CEDAR COVE MANUFACTURED HOME ASSOCIATION ACTIVITIES COMMITTEE (Hereinafter called 'the Committee')
2. All residents of Cedar Cove M. H. Community (Hereinafter called 'the Park') and Renting Visitors are eligible to participate in activities, subject to these Bylaws.
3. No dues are payable, the activities are to be Association funded, or self funding.
4. The purpose of this Committee shall be:-
 - To propose, organize, schedule, manage and coordinate **all** social, recreational and fundraising activities for the Park.
 - To coordinate the use of the Recreation Hall, Association equipment and other Park facilities, in accordance with the Bylaws.
 - To ensure a high hygienic standard of cleanliness for all Association facilities, assets and the upkeep of equipment in accordance with posted notices.
5. The Members of the committee shall comprise The Events Coordinator, four (4) Street Captains and an agreed Association Board Member, as prescribed in Article XIII Section 1 of the Association Bylaws.
6. The duties of the Coordinator are:-
 - To Conduct Committee meetings, as required, to fulfill the purposes detailed in Activities Bylaw 4.
 - To announce forthcoming events and inform the membership of all Park social and recreational activities, and to maintain the Activities Notice Boards.
 - To request volunteer assistance where and when appropriate.
 - The Coordinator shall report on activities when called upon by the Presiding Officer at Friday Coffee Mornings, and at regular monthly Association meetings
7. The duties of the Street Captains are:-
 - To coordinate residents in their street to assist with Potluck Dinners, Coffee Mornings and other assigned events, e.g. Ladies Monthly Lunch.
 - To be responsible for putting a sign-up sheet on the Activities Notice Board for residents to sign up for their respective dinner, or event.
 - To be responsible for leaving the Recreation Hall and Kitchen (See posted notice) as clean as it was prior to the function. Tables, chairs etc. should all be in their proper places and dish towels and cloths should be laundered and returned to the drawers.

To undertake the sale of tickets for any ticketed function to the residents of their street.
To hand deliver Association document distributions when issued.

8. Special Committee meetings may be called by the Association President, or Board, as considered necessary.
9. In the absence of the Coordinator an appointed Street Captain, shall be deputized to carry out the duties detailed in Activities Bylaw 6.
10. The Committee shall keep minutes of all proceedings held and make these available to the Association Board when requested.
11. The Committee shall keep the records and receipts of all financial transactions and forward them to the Association Treasurer. Coffee Hour monies shall be controlled and reported monthly, as per Activities Bylaw 12.
12. The Committee shall arrange and assign the order of Streets to provide and cater for Friday morning Coffee Hours during each month. The assigned Street shall purchase **fresh** refreshments, set up the hall, provide refreshments and implement clean up at the conclusion of the coffee hour. Street Captains will receive \$35.00 together with Hall and closet keys from the Association Treasurer at the beginning of their designated month. They will keep a record and receipts of all monies that are received or dispensed, these records and the keys will be submitted to the Association Treasurer at the end of the month. The expense of providing donuts for other occasions for residents will be \$25.00.
13. The Committee shall plan, organize and produce an **Activities Calendar** for the period November through April 'season'.
It shall provide for **not** more than TWO (2) Fundraising events in any year.
Overall, activities shall typically, but not exclusively, include:-
 - a) **Thanksgiving Day Dinner.** Also for Christmas Day if there is sufficient demand and support. Alternatively, the Committee may choose to provide for and organize an early evening party for New Year' Eve.
 - b) **Pot Luck Dinners:-** To be held on the second Monday in January and March:- Streets may combine efforts when individual resources are low.
Requirements:- One dish per person, to serve six people, or one dish to serve twelve people per couple attending. Persons who are unable to provide prepared food may attend by paying the sum of \$7.00 per person. Those persons paying for their meal must pay same to the Street Captain in charge, on the Saturday prior to the dinner. Guests residing with residents are eligible to attend. Guests should be limited to (2) two persons per home.
'Take Out' meals may be made up and delivered to residents physically unable to attend when all those attending have been served.
The cut off for sign up to a Pot Luck, Pizza Night or similar events will be after Coffee Hour on the last Friday preceding the event.

To comply with Fire and Safety regulations, the number of persons attending these dinners within the Center shall not exceed Sixty Four (64).
Residents will take precedence over guests and renting visitors.
The Street Captain(s) in charge shall forward all monies received to the Treasurer.

The Association will provide:- Disposable Plates, Bowls, Knives, Forks and Spoons for all Dinners and events.

- c) **Association funded evenings:-** in February and April, The Association will fund Social Evening Events, typically Pizza, Deli or Barbecue as proposed by the Association Board.
 - d) **A ‘Sausage and Pancake Breakfast** during February, date as appropriate. The Treasurer shall provide a \$200 disbursement to meet set up costs. Tickets sold in advance.
 - e) **An Annual Dance** on a Friday evening during January at Orange Acres. Tickets sold in advance. The Treasurer shall provide a \$300 disbursement to meet set up costs.

Or, a Park Yard Sale, when pre-planned and sufficient suitable goods have been accumulated.
 - f) **An Ice Cream Social** event in early February at \$2.50 person. Tickets sold in advance, or at the door. This charge may be waived on an annual Board decision.
14. A sum of **UP TO \$75.00** will be reimbursed from General Funds for Pot Luck Dinners for table decorations, and other supplies considered appropriate, to be used at the Street Captains discretion.
15. Other strictly ‘Not for Profit’ activities, such as Bingo, Cards, Shuffle, Crafts and other interest groups or clubs etc., are to be included in the overall Activities Calendar. The organizers of these activities are to advise the Events Coordinator of dates, times, venues etc., together with the organizers name for inclusion in the Calendar and for coordination of the use of the Community Centre and Association facilities.
16. **Community Centre and Party Tent:-**
Association members are welcome to use the Community Center, or Party Tent for Birthday, Family parties, etc., when they are not in scheduled use. Advance notice of 14 days is requested, a refundable deposit of \$50 is required against loss, or damage to Association equipment. Such timely requests should be made to the President for Board consideration, to inform Warrington Enterprises, to coordinate with the Events Coordinator’s events schedule, and to organize assistance where required.
17. The borrowing of tables, chairs and any kitchen equipment from the Hall is **not** permitted.