

KPOA Office Guidelines

Use of Building

The building is to be used as an office to conduct KPOA business and as a meeting place for the KPOA Board and KPOA Committees, Kenmure Newcomers and Neighbors (KNN) and the Kenmure homeowners associations. In addition, space is allocated for the Library.

Requests by other groups must be for KPOA related activities and will be scheduled on a time and space available basis (See Rules for KPOA Office Use by Membership Groups). An Office Activity Calendar will be maintained at the front desk for scheduling all meetings. Anyone requiring meeting space must contact the office volunteer during normal business hours for a date and time. Volunteers will be instructed not to schedule meetings between the hours of 1PM and 3PM and to schedule only one large or two small meetings at one time in order to avoid parking problems. Meetings necessary between the hours of 1PM and 3PM must be approved by the Office Manager or the Board Liaison.

The door lock code will be provided to all KPOA Board members, Chairpersons for KARC, KRMC, and KSC, KPOA Office Manager, KPOA Office volunteers and the Newcomers Chairperson. Anyone else who is approved may obtain a key for temporary use of the building by signing for it at the Gatehouse. KEI will have a separate code to grant access.

The door lock code is determined by the KPOA President and should be changed at least every six months.

Cleaning the Office

Individuals or groups using the Office will clean up after themselves before leaving, placing trash in receptacles, wiping down surfaces if necessary and washing any glasses or coffee cups used. The thermostat may be adjusted but must be returned to the settings posted before leaving the office if other users or staff volunteers are not present. Turn off all lights if other users or staff volunteers are not present.

There are two vacuum cleaners and a selection of cleaning supplies available for residents and volunteers using the office.

An insured cleaning service has been hired to perform agreed upon cleaning work. The cleaning service will furnish all cleaning supplies needed for their work.

No Smoking

The building is a non-smoking facility.

Office Hours

The Office will be open Monday through Friday, 1:00 – 3:00 PM, except on designated holidays. Office closures for other reasons will be posted on the message board by the front door.

Office Staffing

The Office is staffed by a group of volunteers selected and trained by the Office Manager.

Parking

The parking area can accommodate eleven normal sized vehicles. This parking area is only for the use of those having KPOA business during the hours of 9 AM – 5 PM Monday - Friday. Parking on the grass is not allowed. The Handicap parking area is to be used by vehicles bearing a Handicap permit only.

Weekdays (9:00 AM – 5:00 PM)

Because of the need for parking for business use of the building, residents are asked not to use the KPOA parking lot to meet people for carpooling during the above hours. Residents should continue to use the lower Club parking lot during weekday business hours.

Off Hours (5:00PM – 8:00 AM Weekdays and All Day Saturdays and Sundays)

The lot may be used for short term parking and as a convenient place to meet other residents.

No Food or Alcohol

The Office does not compete with or take business away from the Club; therefore, no food or alcoholic beverages are permitted on the premises.

Individuals may bring their own bottled water, and the kitchen facilities may be used to prepare coffee or tea for small committee meetings.

Library

Normal Hours

Library Hours will coincide with the regular KPOA Office hours, 1:00 – 3:00 PM Monday through Friday.

Office Staffing

The Library has always operated on the honor system, so the library volunteers do not feel it is necessary to have the facility staffed during normal operating hours. The library volunteers deal with books returned as well as donated books. Duplicate books are donated to the VA Hospital.

Book Collection Boxes

Collection boxes for book returns, and book donations are located on the counter as you enter the Library. These boxes will be maintained by the Library volunteers. In addition, books can be returned in the drop box located to the right of the front door.