



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 availability (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 1:00 p.m. and 3:30 p.m. 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 1:00 p.m. and 3:30 p.m. 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, Newcomers Chairperson and KEI Rental Administrator. Anyone else who is approved may obtain a key for temporary use of the building by signing for it at the Gatehouse.

The door lock code is determined by the KPOA President and should be changed every year.

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.

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 p.m. -- 3:00 p.m., except on designated holidays. Office closures for other reasons will be posted on the Office door or sent via email from the KPOA database.

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 9:00 a.m. to 5:00 p.m., Monday through Friday. Parking on the grass is not allowed. The Handicap parking area is to be used by vehicles bearing a Handicap permit during office hours from 1:00 p.m. to 3:00 p.m.

Weekdays (9:00 a.m. – 5:00 a.m.)

Residents are asked not to use the KPOA parking lot to meet people for carpooling, weekdays between 9:00 a.m. and 5:00 p.m.

Off Hours (5:00 p.m. – 8:00 a.m. 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.

Food and Beverage

Snacks and non-alcoholic beverages are allowed, but no cooking is allowed in the kitchen. Alcohol is **not** allowed in the KPOA Office. Gambling, in any form, is also **not** allowed.

Library

Normal Hours

Library Hours will coincide with the regular KPOA Office hours, 1:00 p.m. – 3:00 p.m. 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 returned books as well as donated books.

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.