

**Clark Lake Yacht Club**  
**P.O.Box 178**  
**Jackson, Michigan 49204**



December 16, 2014

Dear Member:

Enclosed is the procedure for Renters and Caretakers for the Club. If you are interested in one of these positions, please submit a completed application (enclosed). Note these spots fill quickly, so it is important that you act within the time window specified in the procedure. When submitting with another family for a combined (renter / caretaker) stay, please fill out one form per family and note who is the renter and who is the caretaker. This can make a big difference when figuring the priority due to seniority.

We had some issues last year with regard to Caretakers being on site at all times or at least delegating duties to someone while they were gone. It is imperative that, if you sign up as a Caretaker that you ensure someone will be at the club at all times during your stay. Further, if the Caretaker fails to show for their week, then they will be charged a Renter fee and cleaning fee, which will be given to the assigned Renter, who will attempt to carry out the Caretaker duties, and to hire a cleaning company. Caretakers need to keep the House open and available from 9AM – Curfew. There will be some flexibility with these requirements at either end of the year to encourage caretaking.

Please help keep the Club clean and report any issues to the House Chairman. In order to assist in this attention to detail, there is a checklist for each family to complete at the end of their stay and one for the caretaker for each day of the week. These checklists have seemed to help in the past. We would like to avoid hiring a cleaning service and adding any more to the rent or caretaker expense. Remember this is your club. Please make every effort to leave it as clean, or cleaner than when you found it.

There should be no use of air conditioners in the house. The wiring and windows cannot handle it. If that is a problem, please consider it when choosing a week.

If you have any questions please feel free to contact me.

Sincerely,

Kurt A. Rudolph, House Chairman  
796-9492

## Clark Lake Yacht Club House Room Reservation Procedure

The purpose of the Renters and Caretakers at the Yacht Club is to maintain and ensure the safety and security of the property of the club and its members. Renters and Caretakers alike are responsible for upholding this duty. Caretakers have the additional responsibility of maintaining the buildings and grounds during the week.



Any member may contact the House Chairman, **in writing after December 31**, to reserve rooms for the upcoming summer. **All reservation requests must be addressed to: P.O. Box 178, Jackson, MI 49204.** Member requests will be handled according to the following procedure using the proper form. Each member must be an active or senior member in good standing during the previous year or must have paid their dues for the current year.

1. Requests for Renter and Caretaker positions will be prioritized according to the postmarked date. Requests postmarked between January 1 and January 15 will be considered equal. All postmarks must be done by the postmaster and not through metered postage.
2. Caretaker positions will be filled first and Renter positions will be filled second. The exception to this are Renters who submit their requests with a Caretaker. They will be filled with the Caretaker chosen. If you wish to apply for a second week as a Renter or as a Caretaker, please clearly note that desire.
3. Renter and Caretaker positions with an equal date priority will be filled first by the most senior (based on membership date) CLYC member, except for those members who may have not been able to have their requested date(s) filled the year prior. Those members whose request could not be filled in the prior year will have priority ahead of those based on seniority.
4. If there needs to be a method of tie breaking, lots will be drawn.

The House Chairman will try to follow this procedure as close as possible, but may deviate from it in order to fill as many spots as possible. The House Chairman may reject an application of a member if renter/caretaker duties have not been carried out in a satisfactory manner previously. The House Chairman will try to respond to all of those requesting Renter or Caretaker positions by February 15.

Rooms will be assigned on a first-come, first-served basis. Generally, no more than two families will be assigned in any given week. A third family may also stay, with prior approval of the House Chairman and agreement with the families that have reservations. Rent payment will be paid to the Treasurer by May 1<sup>st</sup> and if not received at that time, the reservation will be made available to the general membership.

Renters and Caretakers should fill out the accompanying form.

## Clark Lake Yacht Club 2014 House Room Reservation Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Member since: \_\_\_\_\_

Please indicate position desired (caretaking is free, rent is \$250 per week due May 1<sup>st</sup>):

**Proposed number of family members to be staying at the club:** \_\_\_\_\_

**Week Preferences:**

Please number in order of preference (1-17) the weeks you can stay at the club. Place an **X** in the box for the weeks that you can definitely **not** stay.

		<u>Caretaker</u>	<u>Renter</u>
Week 1	May 9 – May 16		
Week 2	May 16 – May 23		
Week 3 Memorial Day	May 23 – May 30		
Week 4	May 30 – June 6		
Week 5	June 6 – June 13		
Week 6	June 13 – June 20		
Week 7	June 20 – June 27		
Week 8	June 27 – July 4		
Week 9	July 4 – July 11		
Week 10	July 11 – July 18		
Week 11	July 18 – July 25		
Week 12	July 25 – August 12		
Week 13	August 1 – August 8		
Week 14	August 8 – August 15		
Week 15	August 15 – August 22		
Week 16	August 22- August 29		
Week 17 Labor Day	August 29 – September 5		

If availability permits, I wish to spend a second week at the Club.



*For completion by the House Chairman:*

Rooms used: \_\_\_\_\_

Condition of club during stay: \_\_\_\_\_

Problems encountered: \_\_\_\_\_

## **CLYC Caretaker and Renter Duties**

### General

- 1. Caretakers should always be on the club grounds except for reasonable periods for shopping errands, dinners, etc. Caretakers cannot leave the club grounds unattended to go to work, for example. If Caretakers leave, they must attempt to appoint the renters or other club members to their duties while they are gone. If the club is left unattended, it should be locked, except for the front porch. Put the First Aid Kit on the front porch.**
2. Check-in and check-out times are 12:00 noon Saturday.
3. Upon leaving, the caretakers and renters should clean their quarters, refrigerators, ovens and stoves in the kitchen. Please check bedding to see that it is left in fresh condition.
4. Caretakers and renters shall make every effort to enforce the club rules.
5. Caretaker and renters are the only people allowed on the second floor.
6. Supplies in the storeroom are not for personal use.
7. No pets are allowed.
8. Caretaker and renters are responsible for the indoor phone. Long distance calls will be billed to the caretakers.
9. All damages incurred by caretakers and renters, their families and their guests shall be repaired at their expense.
10. The renter's payment is due by May 1<sup>st</sup>. If it is not paid by May 1<sup>st</sup>, the reservation becomes available to the general membership.

### Daily Caretaker Duties

1. Raise and lower the flag each day.
2. Tidy up the clubhouse each morning. Sweep porches. Notify Supplies Chairman when running low on supplies.
3. Clean bath house and replace towels, soap, toilet tissue and light bulbs as needed.
4. Empty garbage cans in picnic area each night and pick up the grounds as needed.
5. Place the lawn furniture up close to the house at night (to prevent strong winds blowing it into the lake).
6. Place any personal items left on the grounds (outside or in the bath house or club house) in the lost and found.
7. Lock all clubhouse doors and turn off lights at curfew times as stated in the yearbook (11:00 p.m. Sunday through Thursday, and 12:30 a.m. Friday & Saturday).
8. Clean docks each morning as needed.

### As Needed Caretaker Duties

1. In the event of a storm, check the boats and notify the owners in case of problems.
2. Close all windows in the club house when it rains. Remember the attic.
3. Caretakers are to start a community fire in the grill after the finish of the last race each Sunday. Charcoal is located in the storeroom behind the kitchen.
4. Water flower pots and beds as needed with lake water
5. Notify the House Chairman of any broken or malfunctioning equipment or damage.

*Note: If you have questions, please call the House Chairman.*

Caretaker Duty Daily Check List

Week # \_\_\_\_\_ Dates: \_\_\_\_\_

Please check off when complete. Leave on supplies Clipboard at end of stay.

	<u>Sat</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>
<i>At Start of Day</i>							
<b>Raise Flag</b>							
<b>Clean Docks</b>							
<b>Tidy Clubhouse</b>							
<b>Sweep/Mop Porches</b>							
<b>Check Supplies</b>							
<b>Clean Bath house</b>							
<i>As needed</i>							
<b>Water Flowers</b>							
<b>Close windows, if rains (attic?)</b>							
<b>Check Boats, if storm</b>							
<b>Start Community Fire (Sunday)</b>							
<i>At end of Day</i>							
<b>Empty Trash Cans</b>							
<b>Lower Flag</b>							
<b>Lawn Furniture up close to house</b>							
<b>Items to Lost &amp; Found</b>							
<b>Lock up</b>							

Renter / Caretaker End of Stay Check List

	<u>Bdrm</u> <u>1</u>	<u>Bdrm</u> <u>2</u>	<u>Bdrm</u> <u>3</u>	<u>Bdrm</u> <u>4</u>	<u>E</u> <u>Bath</u>	<u>W</u> <u>Bath</u>	<u>1/2</u> <u>Bath</u>
<b>Personal Items Removed</b>							
<b>Dust</b>							
<b>Sweep/Mop Floor</b>							
<b>Clean sink, mirror, toilet &amp; tub</b>							
	<u>Rentr</u> <u>Ktchn</u>	<u>Club</u> <u>Ktchn</u>	<u>N</u> <u>Porch</u>	<u>E</u> <u>Porch</u>	<u>Great</u> <u>Room</u>	<u>Lake</u> <u>Entry</u>	<u>S</u> <u>Porch</u>
<b>Personal Items Removed</b>							
<b>Clean Sink, Refrig., &amp; Stoves</b>							
<b>Dust</b>							
<b>Sweep/Mop Floor</b>							

*Please note anything significant on the back of the sheet.*