



Clark Lake Yacht Club

Box 178
Jackson, Michigan 49204

A member managed sailing, boating, and social club.

Rebel Fleet No. 2
Interlake Fleet No. 7
Buccaneer Fleet No. 1
Sunfish Fleet No. 676

Member
US Sailing

Dear Fellow Member:

Again for 2018, the method for allocating the second floor of the Clubhouse to members who would like to stay for a week will remain as it was in 2017. As a reminder the term "caretaker" was discontinued. The task of cleaning the bathhouse and the second floor bathrooms will continue to be done by an outside cleaning service. Other duties will be expected of members who are renting. These duties are identified in the attached "Renters Roles and Responsibilities".

These changes were made to benefit you, the membership. While we've tried to plan this business model carefully, there will be parts of the process that can be improved. We depend on feedback from the members to improve this process. So please feel free to give your feedback to the House Chairman, or any other Board member.

The second floor is divided into four suites as follows:

- Lakeside West – two bedrooms, and a bath
- Lakeside East – two bedrooms, and a bath
- Southwest – single bedroom, with a queen bed
- Lakeside Center – single bedroom, with a double bed

Fees

Lakeside East and Lakeside West fee is \$250 per week each
Lakeside Center and Southwest fee is \$100 a week or \$25 per night each

For example, if a member stays in the Lakeside East suite for a week, the fee would be \$250. If the member elects to *add* Lakeside Center for the entire week, the total fee would be \$350. Or if a member wants to stay for just a two day weekend, could be Friday and Saturday night, the member could stay in either Lakeside Center or South West for just \$50 (depending on availability).

Note these spots fill quickly, so it is important that you act within the time window specified in the procedure. 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,

Richard O'Boyle
House Chairman
Home: 517-321-3716
Cell: 517-285-0429

**Clark Lake Yacht Club
House Room Reservation Procedure**

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 a second floor suite in the clubhouse 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. If you wish to apply for a second week that is allowed, but these spaces will be filled after the first round of those applications received, please clearly note that desire.
3. Requests for a second floor suite 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 prior year house duties have not been carried out in a satisfactory manner previously. The House Chairman will try to respond to all of those requesting a reservation by February 15.

Rooms will be assigned on a first-come, first-served basis. Fees must be paid to the Treasurer by May 1st and if not received at that time, the reservation will be made available to the general membership.

Members requesting a suite should fill out the accompanying form.

**Clark Lake Yacht Club
2018 House Room Reservation Application**

Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Member since: _____

Please indicate position desired: **All fees are due May 1st.**

Week Preferences:

Please number in order of preference (1-18) the weeks you wish to stay at the clubhouse. Place an **X** in the box for the weeks that you can definitely **not** stay.

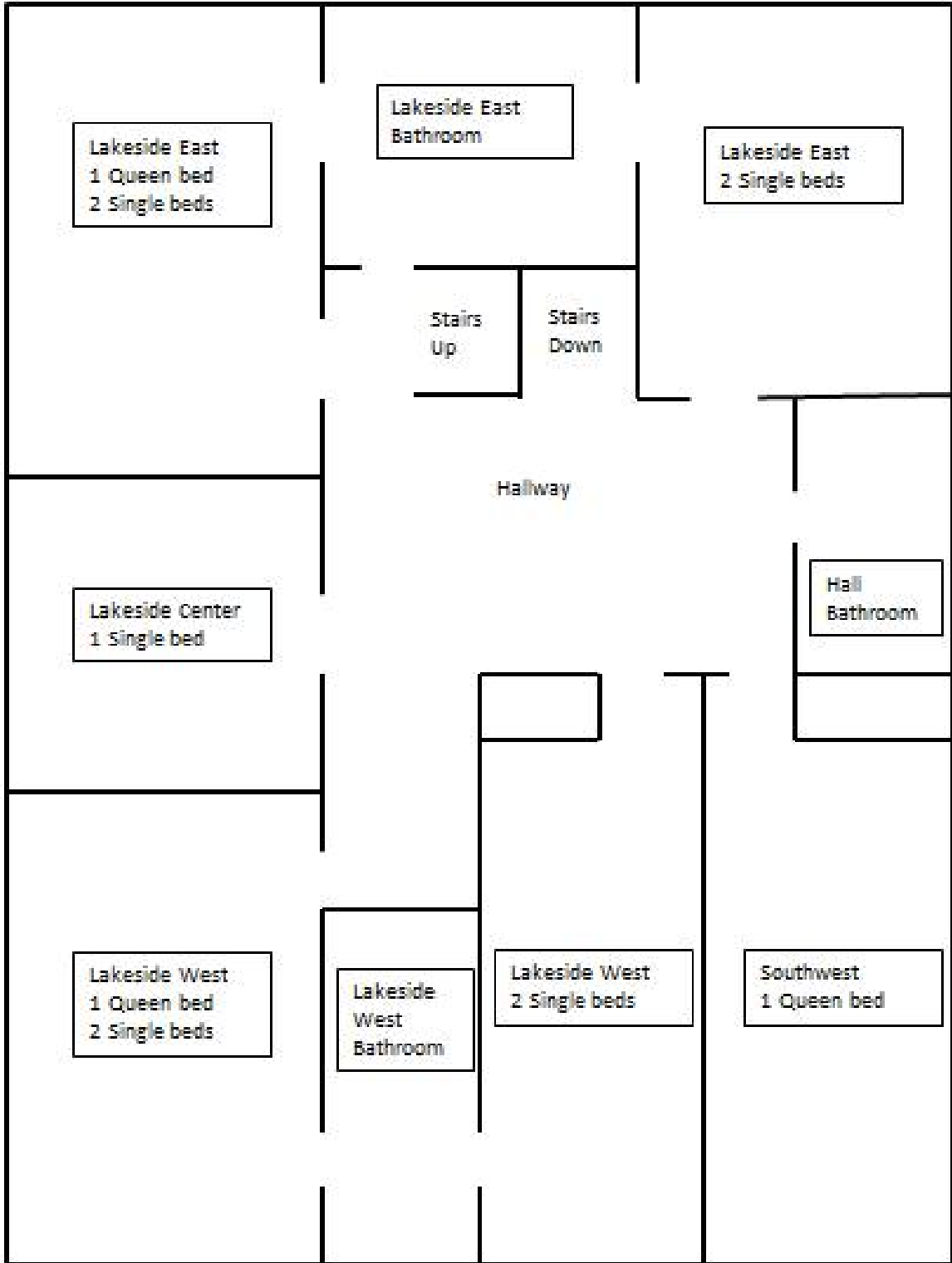
	Check-in: Noon	Check-out: 10 am	Lakeside East	Lakeside West	Lakeside Center	Southwest
Week 1	May 19	May 26				
Week 2	May 26	June 02				
Week 3	June 02	June 09				
Week 4	June 09	June 16				
Week 5	June 16	June 23				
Week 6	June 23	June 30				
Week 7	June 30	July 07				
Week 7	July 07	July 14				
Week 8	July 14	July 21				
Week 9	July 21	July 28				
Week 10	July 28	August 04				
Week 11	August 04	August 11				
Week 12	August 11	August 18				
Week 13	August 18	August 25				
Week 14	August 25	September 01				
Week 15	September 01	September 08				
Week 16	September 08	September 15				
Week 17	September 15	Thur, Sept 20				
Week 18	Mon, Sept 24	September 29				
Week 19**	September 29	October 06				
Week 20**	October 06	October 13				
Week 21	October 13	October 20				

** Note that week's 19 and 20 are short due to the Annual Regatta that will be held at the Club

Bedroom Layout



Lake View



Renters Roles and Responsibilities

One of the purposes of the Renters at the Yacht Club is to maintain and ensure the safety and security of the property of the club and its members. Renters are responsible for upholding this duty as CLYC members. All renters and members have the responsibility of maintaining the buildings and grounds during the week.

The Clark Lake Yacht Club is a 'member managed' club. Renters are expected to care for the Club facilities as if it were their own home.

If multiple renters are staying at the facilities then they should share the duties

Checking in

An outside cleaning service will do the bathhouse and clubhouse bathrooms each Saturday morning
Check-in and Check-out times are set to coordinate with the cleaning service

- Check-in time is 12:00 noon Saturday
- Check-out time is 10:00 am Saturday

General

- A renter should always be on the club grounds except for reasonable periods for shopping errands, dinners, etc. If the club is left unattended, it should be locked, except for the front porch and club kitchen. The First Aid kit should then be placed in the front porch
- Renters shall make reasonable efforts to enforce the club rules
- Do not block or leave open Clubhouse doors (chipmunks, squirrels and mice will get in)
- Renters are the only people allowed on the second floor
- Supplies in the storeroom are not for personal use
- Notify Supplies Chairman when running low on supplies
- WiFi access – You may gain internet access using id = Lake Days Guest pw = regatta
- All damages incurred by renters, their families and their guests shall be repaired at their expense
- Pets are not permitted on the Club grounds (exception is service dogs)

Daily Renter Duties

- Raise and lower the flag each day.
- Tidy up the clubhouse each morning. Sweep all porches & both kitchens as needed
- Tidy up bath house and replace towels, soap, toilet tissue and light bulbs as needed.
- Place the lawn furniture up close to the house at night (prevent winds blowing them into the lake).
- Place any personal items found inside/outside the bathhouse/clubhouse in the lost and found
- Lock all clubhouse doors and turn off lights at curfew
- Ensure the lights in the Bathhouse are turnoff at curfew
- Curfew times: 11:00 p.m. Sunday through Thursday, and 12:30 a.m. Friday & Saturday
- Place garbage can in renters porch each night (raccoon and dog issue)

As Needed Renter Duties

- Clean docks each morning as needed
- Empty garbage can(s) in picnic area (Monday, Friday) and pick up the grounds as needed
- In the event of a storm, check the boats and notify the owners in case of problems
- Close all windows in the club house when it rains. Remember the attic
- 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
- Water flower pots and beds as needed with lake water
- Notify the House Chairman of any broken or malfunctioning equipment or damage

Checking out

- Upon leaving clean your refrigerator, oven, stove, counter top, put away pots, pans, and dishes
- Sweep and tidy up your living quarter and stairway leading to the second floor
- Sweep and mop both renters and members kitchen floors
- Please check bedding to see that it is left in fresh condition
- Place house keys back on key rack (located under microwave in renters kitchen)
- Additional cleaning services are available at renters expense, make arrangements with CSI Cleaning Services no-later-than Wednesday, payment is due at the conclusion of services