



PROCEDURE 303 – Replenishing Common Clubhouse Consumables

- I. Purpose - This procedure describes the process to acquire HOA consumable supplies.
- II. Roles and Duties
- III. Social Committee – Identifies the need to replenish and purchase listed HOA supplies during the period September 15 and ending May 15.
 - A. Poolside Grille Coordinator - Identifies need to replenish and purchase the supplies during the period beginning May 16 and ending September 14.
 - B. Purchasing Agent or Site Manager – Identifies need to replenish and purchases supplies as indicated or directed by the Board of Trustees.
- IV. Procedure
 - A. The following items contained in Table 1 are considered clubhouse consumables and are covered by this procedure.
 - B. An inventory will be taken on each of these items monthly to determine if replenishment is required. Should an abnormal use of an item occur between inventories, the Site Manager should be notified, and the Site Manager will determine method of replenishment.
 - C. Replenishment of these items will be funded as shown on Table 1. The order quantity are recommendations, however the person replenishing the item should use their discretion.
 - D. Items not shown on Table 1 are not considered common consumables and the purchase thereof should be by the individual Committee, Club or Group requiring the item(s) or as directed and approved by the Board of Trustees.
- V. Definitions and Acronyms
 - A. HOA – Village Grande at English Mill Homeowners Association Inc.
 - B. Site Manager- The person responsible for the day-to-day administration of the HOA.

Adopted: April 9, 2018

Revised: July 12, 2022

VI. Inquiries - Questions regarding this procedure should be directed to the Site Manager.

Common Consumables - Table 1

Item	Funding	Notes
Aluminum Foil	51041	Heavy Duty
Batteries	51040	AAA, AA, C, D
Beverages: Coffee/Tea/Supplies	51041	Coffee-regular/decaf ground Coffee-K Cups reg/decaf Tea-regular and decaf Creamer, Sugar, Sweetener Stirrers
Beverage Cups - Cold	51041	16 oz clear
Beverage Cups - Hot	51041	12 oz white
Billiards	67040	Markers, chalk, felt cleaner
Billiards	67040	2 Sets of Balls Requires Board Approval
Bocce Balls	67040	Maintain Two Sets Requires Board Approval
Cleaning Agents	51040	Hand Sanitizer and Soap
		Multi-Use Cleaner and Bleach Soap Dish and Dishwasher Glass, Furniture & Carpet Disinfectant Spray

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Cutlery	51041	White Plastic Knives, Forks, Spoons
Disposable Gloves	51041	Large/Extra Large
First Aid Kit	51040	Replenish As Necessary
Mah Jonng Sets	67040	Maintain Three Sets
Paper Products	51040	Bathroom Rolls/Tissues/Paper Towels White
Paper Products	51041	Chinet Plates, Bowls Napkins White
Pickleball	67040	Net and Balls Only Requires Board Approval
Ping Pong Supplies	67040	Nets, Balls, Paddles
Playing Cards	67040	Canasta, Pinoacle, Poker 12 Packs Each Per Year
Poker Chips	67040	Maintain One Set
Pool Noodles	67040	25
Salt/Pepper	51040	1 Set
Tablecloths	51040	Round, Oblong White Plastic 20 Each
Tennis	67040	Nets and Balls Requires Board Approval
Trash Bags	51020	16 and 45 gallons

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