

WEMCA

West End Manor Civic Association

WEMCA Board Meeting

January 26, 2022

Open Meeting- 5:30pm

Attendance: Dan S., Bob, Sara, Allen, Jimmy, Craig, Dan H., John (via Zoom)

HVAC

- New unit installed, still need inside filter installed (currently installed outside)
- Wifi thermostats installed on all 3 units

Fence

- Met with vendor quite expensive
- Will continue to look into other options

Rental Pricing:

- Building stats- 400 person capacity, working on getting kitchen operating
- Start off at one price and increase once kitchen gets fixed
- Taylor Made cleaning- \$200/ event
- Cleaning cost included in rental price for everyone
- Include added security deposit that could be returned
 - Unable to include true damage cost in deposits
- Establish member vs. nonmember prices (building only)
 - All Day Options:
 - Member- \$700 with \$350 security deposit
 - Nonmember- \$1,000 with \$350 security deposit
 - Half day options:
 - Members- \$450 with \$350 security deposit
- Things to consider:
 - Time of board members to open/close events if there are multiple events in 1 day
 - Possibility of only booking 1 event per day regardless of number of hours needed
 - Possibility of ending all events at 10pm
 - Need to consider costs for renting pavilion
 - Bathroom accessibility when renting pavilion
- Have a clause that Board has final say of who can rent and who can't (note: building is in the middle of a neighborhood and trying to be good neighbors)
- Find out Henrico County requirement for when a police officer is required
 - 4 hour minimum, \$400, then \$100 each additional hour
 - <https://henrico.us/services/hire-an-off-duty-police-officer/>
 - WEMCA- require for certain party sizes and when alcohol is involved
 - <https://henrico.us/services/apply-for-a-park-event-permit/>