

Discovery Bay Women's Club

Request for Action (RFA)

This form may be used to:

- communicate information to the Park/Facilities/Office Manager about items that may need improvement or repairs in common areas at DBR
- share with the Board of Directors ideas, concerns, suggestions or questions about any aspect of Park life, DBWC rules, or current policies and practices

In order for this RFA to be placed on the next Board Meeting Agenda, it must be submitted to the office at least one week prior to the monthly Work Session (generally the 3rd Thursday of every month, but check the DBWC calendar on the website to confirm). RFA's which do not require Board discussion or action will be forwarded to the Park/Facilities Manager or appropriate Committee for attention.

Once complete, please place this form in the inbox on the business office door.

Anyone who submits an RFA requiring discussion with the Board is asked to attend the Work Session and Board Meeting where her RFA will be discussed.

Date: 3/16/2025

Name: Sherri Poindexter

Site: # 54

Repair Needed, Request, Suggestion, Idea, Concern, Question:

Create a volunteer position and recruit a member, preferable a full-time resident, to serve as a steward for Radclyffe. Responsibilities would include:

- *Managing the inventory and organization of kitchen items*
- *Establish a protocol for receiving donations for the kitchen and culling obsolete, broken or duplicate items*
- *Collaborate with Facilities to ensure that the building is stocked with supplies such as soaps, TP and other consumables*
- *Notify Facilities of needed repairs*

Please note: Members using Radclyffe for social events, recreation and meetings would still be solely responsible for cleaning up after themselves (including items left in the refrigerator and freezer), washing and drying all items used for preparing and serving food and leaving the building in order.

Response to Member by _____ Date _____
