

**Caretaker is defined as people, usually husband and wife, who are contracted to care for the club. The two main duties of the caretaker are to ensure that the facilities are maintained in a neat and orderly fashion, and to provide year- round security for the ranch property**

It is the intention of the membership to cooperate with the caretaker in maintaining a neat and orderly clubhouse and facilities.

The caretaker responds first to house committee chairman (HCC), then to the president, then to the board of directors (BOD). For and in consideration of a monthly salary and the use of the caretaker's living unit, the caretaker agrees to perform the following duties:

I. Security

- A. One of the main duties of the caretaker is to provide year-round security for the ranch property and buildings. During the off-season the threats are theft, vandalism, and trespassing. During the hunting season poaching is an additional problem.
- B. Keys to all locked doors, other than members' closets, are to be kept by the caretaker. The keys, or copies of the keys, are not to be given to anyone else, including family members of the caretakers.
- C. All buildings are to be locked at all times when not in use by club members.

II. Caretaker Facilities

- A. The apartment furnished by the club is to be used by the caretakers for their use only. Although visitors are permitted, permanent residency by other than caretakers is not allowed.
  1. Vacations are to be approved by HCC thirty days in advance. Caretaker is responsible to provide coverage in their absence.
  2. Caretaker is limited to two weeks paid vacation per year.
  3. Additional leave may be granted by the HCC or president.

III. Clubhouse Facilities

- A. Normal housekeeping, such as sweeping, vacuuming, dusting, and removal of cobwebs. Clean bathrooms and kitchen, and empty garbage cans. These chores shall be done weekly, or, as often as necessary to maintain a neat and sanitary condition.
- B. When appropriate, start fires in the fireplace on Tuesday and Friday evenings, and when fixing breakfast.
- C. Bed linens are to be washed and beds made at the start of the season and at the middle of the season.
- D. Bar area is to be cleaned and reorganized after each use.
- E. Identify, make or supervise minor repairs as necessary, i.e., replacement of torn screens, minor plumbing repairs, replacement of light bulbs, etc.
- F. Notify the HCC or the president immediately of any problems or any

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major repairs that require attention.

- G. No property, vehicles, chairs, tables are to be removed from the premises without written permission of HCC.
- H. Turn off all appliances and lights when not in use or building occupied.

**In the off season:**

- A. The clubhouse and facilities shall be cleaned thoroughly within two weeks after the end of the season. Strip all beds and wash and store the linens. The clubhouse is to be maintained in a neat and orderly fashion, ready for use by the members at any time.
- B. The clubhouse, lodge and annex, are for the use of members and those authorized by the club only. Caretakers are not to use clubhouse or annex for their private use unless specified and individually authorized by HOC.

**IV. Kitchen Facilities**

**A. Duck Hunting Season**

- 1. Kitchen to be cleaned immediately after each use, i.e. dishes, glasses, stove, refrigerator, drain boards, cupboards and floors.
- 2. Remove all trash and garbage daily.
- 3. Make sure there is an adequate supply of drinking water and ice.
- 4. Purchase food, paper goods, cleaning materials, bug sprays and any other supplies as directed.
- 5. Regular plates and silverware are to be used for all breakfasts.
- 6. Paper plates and plastic flatware may be used for lunches.
- 7. All cooking and eating utensils are to be used for the clubhouse only and are not to be used to feed animals.

**B. Special Functions**

The club will hold several special functions during the year: work committee weekends, the annual meeting, and other club meetings as designated by the HCC and president. The caretaker is expected to help prepare for and clean up after these events. If extra help is needed, ask the HCC or president two weeks prior to the event. Other events and payments to caretaker will be authorized by HCC.

**V. Yard and Club**

**A. Duck Hunting Season**

- 1. Maintain yard and buildings in clean and orderly condition
- 2. Keep barbecue area clean and orderly.
- 3. Sweep front porch and barbecue area.
- 4. Keep a supply of firewood next to the front porch.

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5. Pick up dog droppings.
6. Caretaker to clean up picking shed after each use. Haul offal to burial pit after each use.

B. Off Season

1. Normal landscape maintenance, i.e. cleanup, weed and mow yard.
2. Haul trash to dump.

C. Caretakers are to have only two personal vehicles for their use.

VI . Game Bird Cleaning Facilities

- A. Keep area sanitary, neat and clean at all times.
- B. Ensure plucking machines are working and emptied after every shoot day
- C. Ensure bird storage freezers are kept clean and orderly
- D. Provide adequate storage bags, transport tags and markers are always available
- E. Organize and report weekly status on age of birds, number by hunter, in storage freezer

VI. Shop

- A. Keep neat and clean at all times
- B. Keep and maintain tools in an orderly fashion
- C. Keep closed and locked when not in use.
- D. Report any abusive use of tools and facilities by members and guests to the president.
- E. Either caretaker must directly supervise any individual other than club member who uses the shop

VII. Water

In general caretakers other than general observation are not involved with the water projects, flooding management, etc. If exceptions are made it will be by direct authority of the pond committee chairman or president.

- A. Receive, regulate and drain as directed by the water chairman.
- B. Maintain communications with the ditchtender and neighboring clubs.
- C. Make minor repairs on water structures, levee's and canals as needed.
- D. Monitor the water flow during the season to assure that water is being received as required. This requires patrolling (by foot if necessary) the entire area several times per week.
- E. Check with the proper committee chairman prior to making any repairs, except in the case of an emergency.

VIII. Ponds and Road

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In general the caretakers may be involved in the following. If help is needed it will be by direction of pond committee chairman or president.

- A. Supervise hired labor when required.
- B. Mow roadways and make minor repairs.
- C. Pick up stray-decoys when driving around the club.
- D. Cooperate with governmental agencies that monitor club areas.
- E. Check on members when they are working alone.
- F. Assist pond and blind committee when needed.
- G. After flood-up starts, no one is allowed on the club or ponds unless it is club members or for club business.

#### IX. Equipment

In general, caretakers are not responsible for maintenance and use of equipment, but the equipment chairman or president may require help in the following:

- A. Check all equipment for oil, water, air in tires, and fuel so that it is always ready for use.
- B. Mow roadways and make minor repairs.
- C. Make sure batteries are charged and belts are in operable condition.
- D. Mow roadways and make minor repairs.
- E. Keep equipment yard clean and park equipment in an orderly fashion.
- F. Report any abusive use of equipment by member or guests to the president.

#### X. Miscellaneous

Any vacations, pets, or changes to the duties of the caretaker must have the approval of the president and the housekeeping committee chairman.

Coverage of the club for vacations should be arranged and approved by the HCC and the president at least one month in advance.

Some DON'TS for the caretaker

- A. Use fuel supplies for non-ranch business.
- B. Allow any friends to use the clubhouse, shooting facilities, equipment or the land at any time.
- C. Partake of members' refreshments unless it is offered.
- D. Use food paid for by the ranch on non-meal days.
- E. Use clubhouse-cooking facilities for personal use. Use clubhouse facilities for personal storage.
- F. Allow pets in the clubhouse at any time.
- G. Laundry facilities are for club use only.

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XI. Club expenditures

- A. Receipts for all expenses by the caretaker shall be remitted to the club treasurer every two weeks. Reimbursement for cash expenditures-paid by the caretaker shall be reimbursed on the first and fifteenth of each month.
- B. Major expenditures in excess of \$250 for non-consumable products shall be approved in advance by the treasurer. Any other method of payment will be at the discretion of the treasurer.

**This agreement will be reviewed and signed annually by the caretakers and the HCC. If necessary it will be reviewed by the board of directors.**

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Caretaker I

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Caretaker II

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Stillbow Ranch, Inc. HCC

\_\_\_\_\_  
Stillbow Ranch, Inc. President

Dated: \_\_\_\_\_