

# Most Worshipful Prince Hall Grand Lodge, F. & A.M. Washington and Jurisdiction



## **OFFICE**

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Office of the  
**Most Worshipful Grand Master**  
**GILBERT E. MCCLARY, SR.**



## **RESIDENCE**

1098 NW Redwing Drive  
Oak Harbor, WA 98277  
Phone: (360) 679-7979  
Email: [mwgm@mwphglwa.org](mailto:mwgm@mwphglwa.org)

## **BUILDING MANAGERS RESPONSIBILITIES**

**The Building Manager is responsible for the following:**

1. Oversee the daily upkeep and maintenance of the building and Grounds (surrounding the building).
2. Ensure that Renters in compliance with their Renters Agreement and/or Contracts.
3. Ensure that all Storage Areas are legal, authorized by management. No outside lockers permitted without approval from management.
4. Provide eviction notices and subsequent evictions when necessary. Provide a list of delinquent payments to the Grand Master in a timely manner
5. Ensure that each Tenant has a current Insurance Policy for Renters and maintain a copy
6. Ensure that the appropriate Banquet Permit from the Washington State Liquor and Cannabis Board is obtained and complied with if applicable
7. Oversee all Maintenance Repairs, upgrades, etc.
8. Conduct periodic walkthroughs and Inspections to identify items that are in need of repair or coming due for further inspection(s)
9. Maintain and post a schedule of events and/or activities to take place in the building (Monthly or Quarterly)
10. Establish a Bank Account for the Building Project if needed or take possession of any existing Bank Accounts for the Project. Always issue receipts for payments made
11. Maintain Financial Record of all transactions as they occur / Make Records available upon request
12. Provide monthly reports of all financial activities to the Grand Lodge Comptroller Board (Meeting every 3<sup>rd</sup> Saturday of the month)
13. Ensure that all bills associated with the building are paid monthly in a timely manner
14. Communicate when necessary and/or required with all outside entities, i.e. Fire Department, Gas Company, Electric Company, Stairlift Maintenance Company, Internet Services, Antenna Company, Refuge Company and the like

In our Masonic Code, TITLE 63, Duties of Committees, Section 63.15 – Committee on Building

“It shall be the duty of the Committee on Building to originate, study and/or evaluate all proposals for building projects of every kind in this jurisdiction and to make recommendations through the Trustee Board, via the Grand Master, to the Comptroller Board for each building proposal. It shall also be the duty of the Building Committee to recommend to the Comptroller Board through the Trustee Board, via the Grand Master, the need for all renovations, alterations and repairs to all existing buildings owned by the Grand Lodge. The Building Committee shall furnish annually, not later than June 15<sup>th</sup> of each year, a statement for each building project reflecting total income, total expenses and current bank balance for the period through the Trustee Board, via the Grand Master, to the Comptroller Board.”