CLUBHOUSE RECREATION COMMITTEE

2015 CHARTER
WHEREAS, the HOA Board may deem it desirable to establish a committee of property owners for the purpose of assisting in the development and implementation of Clubhouse, recreational, and activities for Reflection Isles Master Association residents, and to advise the HOA Board on such matters, committees consisting of two or more persons under the direction of the Association Manager. The powers and the duties of such committees shall be fixed by resolution of the Board.

WHEREAS, Committee is advisory in nature and serves at the pleasure of the Board of Directors. Committee members may not make final decisions on any matters, expend Proprietary funds, or speak on behalf of the community, without the approval of the Board of Directors.

NOW THEREFORE, be it resolved that a Clubhouse Committee shall be established, and that it shall operate in accordance with the procedures as set forth below:

A. DUTIES AND RESPONSIBILITIES
The primary responsibility of the Clubhouse Committee is to assist in the coordination, development, and implementation of Clubhouse recreational, and activities for the residents. The committee shall provide integral input and recommendations, which shall serve the diverse interests of the community. The committee shall be responsible for facilitating the Association’s needs. All requests and charges must be approved by the Board of Directors. The committee members, who play an important role in the Association’s activities, will consult with the Manager on such matters, providing suggestions and recommendations. The committee will also assist in:

- Preparing and maintaining a calendar of programs, activities, and HOA events, ensuring a reasonable schedule of resident activities while also avoiding conflicts and duplications with other scheduling entities;

- Evaluating individual programs and activities in terms of participation levels, cost effectiveness and other criteria;

- Making recommendations for the funding of programs and activities from the Association’s assessment fees;

- Coordinating the promotion and dissemination of information regarding community events;
• Preparing recommendations for inclusion in the Association’s annual operating budget;

• Reviewing charter every 2 years to make changes where appropriate.

B. ELIGIBILITY

Committee candidates and members shall be property owners in good standing. Good standing is defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Association. A member shall not serve on more than one committee at a time. There shall not be more than one member of a household serving on a committee at the same time. No Board Directors or spouses of Directors may serve on the committee.

C. APPOINTMENT AND TERMS

Available committee seats will be advertised by the Association Manager, at least 30 days prior to appointment. Recruitment of candidates may be done through newsletters or posting in the clubhouse and website. The Board will strive to ensure members from varying housing types (villas, townhomes, Executive Single-family and Estate Single-family) and locations within the Association are represented on its committees. Interested homeowners will submit a written request for appointment to the HOA Board.

The Board of Directors shall set the total number of committee members. Each committee member’s appointment shall be initiated on the date of the Association’s Annual Meeting. Committee terms shall not exceed 2 years except as approved by the Clubhouse Committee. The Board of Directors can make additional appointments through the year as vacancies occur. The appointees shall serve for the remainder of the term of the committee member being replaced.

D. REMOVAL

The Board of Directors may remove any committee member, including the chairperson, at any time. The committee may make recommendations to the Board of Directors regarding the removal of committee members. A committee member may be removed, upon written notice from the committee chairperson, for failure to attend three consecutive committee meetings without notice or explanation.
E. SELECTION OF OFFICERS
The committee must elect a Secretary who will be responsible for recording accurate minutes of the Clubhouse Committee meetings. The minutes will be reported to the Association Manager. There will be an appointed Chairperson who will be responsible for chairing meetings of the committee.

F. MEETINGS

Committee meeting will be held in the Clubhouse. In accordance with the Homeowner Act, all committee meetings will be open to property owners of the Association, hereafter referred to as the membership. In order for the membership to be reasonably informed of committee meetings, the committee will notify the Manager to ensure that meeting dates are listed in the newsletter, on the web site, and posted in the clubhouse. If it is necessary for the committee to reschedule or to cancel a meeting, the committee Chairperson will notify the Manager at the earliest opportunity so that the membership can be notified as quickly as possible.

G. COMMUNICATIONS

In the interest of ensuring strong communications between the HOA Board and the Clubhouse Committee, it is expected that the designee shall attend regularly scheduled business meetings. The designee shall provide to the Manager, a written report (within 48 hours of the Board of Director meeting) summarizing its actions, including committee recommendations, updates on the status of pending committee tasks, and requests for assistance from the HOA Board; as it will be part of the Board of Director business meeting packet.

The designee will be available at the HOA Board meeting to provide a written report. The HOA Board should have a recurring agenda item scheduled for potential committee reports. When appropriate, the Clubhouse Committee will provide accurate and timely information about its activities for publication in the newsletter and on the Association website under the direction of the Association Manager. It is the responsibility of the committee to ensure that this information is updated on a timely basis.

H. VOLUNTEERS AND OTHER RESOURCES

Non-committee volunteers may be solicited by the Clubhouse Committee, through the community for assistance on certain specified projects. Volunteers are not members, voting or otherwise, of the Clubhouse Committee.