

THE VILLAS AT BLACKBERRY RUN

Amended Clubhouse Committee Charter

Purpose:

The Clubhouse Committee (CHC), a standing committee, is hereby formed with the responsibility of maintaining the interior of the building, front porch and back deck areas. The clubhouse building is one, if not the most, important community asset. It is the gathering place for the homeowners to utilize fitness equipment, meet and interact for social events sponsored by the Communities Activities Committee, as well as rentals for private events/parties.

Scope of Responsibility:

- Make periodic checks of the interior and perimeter of the building, including but not limited to windows and doors securely locked, dishwasher is emptied, interior and exterior lights and fans are off; heat/AC is set at proper temperature for season, bathrooms are tidy, TV and cable boxes are shut off, furniture is in proper place, no glasses/bottles, etc are left on tables, counters, empty waste baskets/trash cans; monthly visual inspection of two portable fire extinguishers by a non-certified individual, as well as annual and 6 year inspections of fire extinguishers by a license company per NFPA 10 regulations;
- Take garbage cans out to curb the night before scheduled trash day and return after pick up;
- Schedule regular routine maintenance of the clubhouse heating and cooling systems, exercise equipment, monthly cleaning service, window washing and/or exterior power washing;
- Advise Board Liaison of any maintenance necessary to maintain exterior of building, parking lot and fencing;
- Purchase necessary cleaning supplies to maintain floors, countertops, restrooms, windows, etc;
- Unlock door and greet cleaning service and/or maintenance techs, show them how to access the equipment they are to check/service, lock up afterwards, advise Board Liaison of any required or recommended repairs;
- Recommend additional and/or changes to the existing rules and regulations relating to usage of the clubhouse building or equipment;
- Report needed repairs of appliances, fixtures, furniture, doors, windows, floors, walls, ceiling, barbeque, etc. to board liaison for handling, and if warranted, Board approval;
- Rentals of clubhouse by residents for private events/parties will be handled by management company, rental form will be available on website but for those who do not have Internet access, rental forms may be obtained from clubhouse chairperson;
- When rental is approved by management company representative, it will be posted on the website events calendar page and email notification sent to Clubhouse Chairperson and Board Liaison;
- Day of the rental a committee member will check clubhouse interior prior to specified rental time to verify all is in good order and again after rental to inspect clubhouse and complete Clubhouse Cleaning Checklist form which will be sent to management company by chairperson;
- For non-resident rentals, a committee member will greet and unlock clubhouse at appropriate time allowing non-resident renter to access building;

Authority:

- Committee chairperson and/or members do not have the authority to bind the HOA to any contractual or other liabilities, nor has any decision making authority which is binding on the HOA;

- Committee may recommend specific policy decisions to the BOD but lacks the authority to make policy regarding VBR clubhouse;
- **The CHC expends funds as approved by BOD, or as may be authorized by regulation passed by the BOD;**
- Form sub-committees as deemed appropriate to be nominated by the President and approved by the BOD. Prepare sub-committee charters to be approved by the BOD as well as provide direction and guidance to any sub-committee formed for the good of the community;
- The Board of Directors has the right and authority to take action and/or make decisions with or without involving any committees and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or sub-committee recommendations or decisions.

Reporting and Relationship to BOD:

- Chairperson reports directly to Board of Directors Liaison; if Chairperson is Board Member, they report directly to President;
- Chairperson will advise the Board Liaison of current and/or future needs, improvements, repairs to maintain the clubhouse interior, front porch and/or deck areas;
- Chairperson (or designated committee member) will attend board meetings to provide updates to BOD and when required quarterly, semi-annual and/or annual reports on committees functions and/or building;
- Provide the BOD a written report on any recommendation at least **10** days prior to a board meeting **so to be included on Agenda.**

Membership Structure:

- **The Clubhouse Committee may be comprised of both residents and directors of the Association. Every effort should be made to have a resident fill the position of CHC Chairperson. In the event any resident does not volunteer to serve as Chairperson, the Board Liaison, or any Director, may serve as Interim Chairperson for not more than an one year term or until a Resident is appointed to fill the unexpired term;**
- **Committee may consist 3, 5 or 7 members including a chairperson and vice-chairperson(s);**
- **The President appoints the Chairperson and Board Liaison to serve one year terms;**
- Committee members to serve as follows: one member for 1 year; one member for 2 years and one member for three years. With 5 members: one member for 1 year, three members for 2 years and one member for 3 years. After these initial terms expire, all terms will become 2 year terms. Additional members will serve terms determined by the Board Liaison and Chairperson keeping with the above goal of having stagger terms;
- Committee members are selected by Chairperson and will serve upon approval of Board Liaison;
- **Committee members must be residents in good standing;**
- **Committee members terms run from January through December of each year;**
- Terms of any committee member maybe renewed with the chairperson's recommendation and the Board Liaison's approval. Although not binding, it should be the goal of the committee to have new members appointed when terms expire to increase wider resident participation opportunities;
- The Chairperson serves at the pleasure of the President and may be removed by the President without cause, at any time and with or without a successor being named;
- Committee members serve at the pleasure of the BOD and any committee member may be removed by a majority o the members of the BOD without cause, at any time and with or without a successor being named.

Committee Meetings:

- Committee members to meet as often as necessary to assign responsibilities and/or conduct the business of the committee at least once a quarter;
- In the event a even number of members attend a meeting, where a quorum is present, and at which a vote is taken, the chairperson will abstain from voting in order to avoid a possible tie vote;
- Sub-committee, if formed, members may be included in clubhouse committee meetings and/or meet with clubhouse chairperson as deemed necessary by chairperson;
- **Board Liaison will attend committee meetings, offering advice, guidance but does not vote on committee matters.**

Committee Code of Conduct

- All committee members are expected to conduct themselves in a manner that promotes a healthy relationship with the BOD, HOA Management Company and Association members. Proper committee conduct includes, but is not limited to the following:
 - All committee member actions shall comply with the governing documents and Board implemented rules/regulations;
 - All committee members shall forego personal agenda interests and strive for the common good of the community;
 - Committee members shall respect the authority of the BOD by not undermining majority decisions and enacted policies;
 - Committee members are to maintain confidentiality by not sharing prohibited and/or highly sensitive information and respect the privacy of all homeowners;
 - To demonstrate mutual respect, committee members shall address each other, BOD members and homeowners with respect, even when in disagreement. Differences of opinion shall be handled in a professional manner, involving the BOD if necessary;
 - In order to maintain a supportive and positive attitude, as well as promote better performance and teamwork, committee members shall encourage each other, homeowners, board members, managers and contractors;
 - Committee members will promote community harmony thru acts, words and deeds;
 - Clubhouse committee and/or sub-committee members will not seek or accept special favors from Association contractors or potential contractors or suppliers. Special favors are those services or products not made generally available to other community members. Clubhouse committee and/or sub-committee members shall not accept gifts, fees, commissions, rebates, or profit in any way on expenditures, services or activities made for and in behalf of the homeowners association.

Resignation or Removal of a Chairperson or Committee Member:

- Any committee member may resign prior to completing their term. They should submit their written resignation to the chairperson, indicating their desire and effective date of resignation. The chairperson will then notify the Board Liaison to discuss selecting a new committee member.
- Chairperson can recommend to the Board Liaison the removal of a member if they habitually miss meetings, fail to complete assigned tasks and/or violate the Code of Conduct.
- **In the event it becomes necessary to remove the CHC Chairperson or a committee member, the Chairperson may be removed by the President after notifying the BOD, and a committee member**

may be removed by a majority members of the BOD. The chairperson and/or member can be removed with or without cause, at any time, and with or without a successor being named.

At the April 26, 2010, Board of Directors Meeting of the Villas at Blackberry Run Association the BOD hereby agreed to the formation of the Social & Clubhouse sub-committee in accordance with the Community Activities Committee charter document and the Association By-Laws.

Subsequently,

At the January 24, 2011 Board of Directors Meeting of the Villas at Blackberry Run Association the BOD hereby agrees to the formation of the Clubhouse Committee as a separate standing committee in accordance to the Clubhouse Committee charter document and the Association By-Laws.

Subsequently,

At the July 18, 2011 Board of Directors Meeting of The Villas at Blackberry Run Association the BOD hereby approves the amendment to the Clubhouse Committee Charter regarding the inspections of the two portable fire extinguishers in accordance to the charter document and Association By-Laws.

Subsequently,,

At the August 11, 2014 Board of Directors Meeting of the Villas at Blackberry Run Association, the BOD hereby approves the revisions to the Clubhouse Committee Charter in accordance with this document and Association By-laws.

Signed: August 11, 2014

Claudia Boscoe, President

Signed: August 11, 2014

John Herr, Vice President/Secretary

