

**Administrative Resolution No. 8**

**THE SPORTS PARK COMMITTEE TERMS OF REFERENCE**

WHEREAS, Article XIII, Section 13.02 of the BYLAWS directs the Board of Directors ("BOARD") to exercise for the ASSOCIATION the powers to designate one or more committees; and

WHEREAS, the BOARD deems it necessary to create a standing committee to assist the BOARD in monitoring and enforcing compliance to the BYLAWS, the ARTICLES OF INCORPORATION, or THE VILLAGES OF WESTCREEK DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS ("PROJECT DOCUMENTS") and the BOOK OF RESOLUTIONS; and to maximize use of the recreational facilities and to provide a variety of leisure time opportunities, both within the community and outside of THE VILLAGES OF WESTCREEK to appeal to all age groups and interests; and

WHEREAS, the BOARD wishes to have a committee to advise and assist it in developing a recreation program;

NOW THEREFORE BE IT RESOLVED BY UNANIMOUS CONSENT IN WRITING THAT the standing SPORTS PARK COMMITTEE will have the following terms of reference:

**RESPONSIBILITY**

The primary responsibility of the SPORTS PARK COMMITTEE is as follows:

1. To advise and assist the BOARD in monitoring and enforcing compliance by MEMBERS with the provisions of the PROJECT DOCUMENTS and this BOOK OF RESOLUTIONS and other rules and regulations approved by the BOARD as they relate to the SPORTS PARK
2. To advise and assist the BOARD in developing and operating a community leisure-time program for all age groups and interests
3. To establish the financial basis for operation of the Sports Park and to recommend plans for expenditure of funds for the benefit of the Sports Park and the owners in the WESTCREEK OWNERS ASSOCIATION, INC.

In fulfilling its responsibility, the COMMITTEE performs functions which include, but are not necessarily limited to the following:

1. Proposing rules for use of the facilities.
2. Developing schedules for the facilities that assure equitable use of the facilities
3. Suggesting ideas for construction of additional facilities
4. Arranging swimming instruction
5. Making budget proposals on programs and activities making use of the facilities or for construction of additional facilities
6. Generally, organizing, promoting, coordinating and otherwise assisting in the operating of community athletic programs

7. Organizing, promoting and conducting seasonal and special interest parties, dances and other social events.
8. Organizing, promoting and conducting trips to events such as races, sports events, etc.
9. Arranging lectures, classes, trips and other group events for residents who wish to participate in events
10. May, at the BOARD's request, conduct hearings.
11. May perform other functions as directed or approved by the BOARD.

### **MANNER OF ORGANIZATION**

1. Membership - The SPORTS PARK COMMITTEE shall consist of a Chair and any other members of the ASSOCIATION who wish to serve. Any MEMBER may join the Committee by attending two out of three successive Committee meetings and maintaining regular attendance thereafter. The Secretary-Treasurer of the Committee is responsible for maintaining a roster of Committee members. All Committee members shall be members of the ASSOCIATION.

2. Term - The Chair will serve a one-year term.

3. Chair - The President of the BOARD will appoint the Chair annually. At the first regular meeting of the SPORTS PARK COMMITTEE after the Chair has been appointed, the Committee may then elect a Vice Chair from among its members.

4. Vacancies - The BOARD OF DIRECTORS may remove a Chair or any member with or without cause. The Committee may vote to remove its Chair or any member upon show of good cause. Vacancies created by either of the above or by death or by resignation of the Chair, shall be filled by the Vice Chair and the remaining members of the Committee will elect a new Vice Chair.

5. Secretary-Treasurer. The Chair will designate a Secretary-Treasurer from among the members of the Committee. The Secretary-Treasurer shall be responsible for keeping the Committee membership roster, recording minutes of all Committee meetings and in general, maintaining written documentation on Committee decisions and activities. Further, the Secretary-Treasurer shall keep a record of funds expended under the Committee's allocation from the BOARD;

6. Subcommittees. From time to time the Committee may create from among its membership such subcommittees or Task Forces as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the Committee. The Committee Chair may form a subcommittee by appointing volunteers from the standing committee. The subcommittee will elect its own chair. If the subcommittee chair is absent from two successive meetings, the subcommittee may elect a new chair and promptly notify the standing Committee Chair of the change.

### **MANNER OF OPERATION**

The SPORTS PARK COMMITTEE, when dealing with problems of rules enforcement, shall conduct its business in strict accordance with the procedures set forth in POLICY RESOLUTION NO. 4 and in the interest of the ASSOCIATION. The COMMITTEE is charged with maintaining a constant awareness of the legal obligations, risks and responsibilities of the ASSOCIATION. With regards to the rights of MEMBERS of the VILLAGES OF WESTCREEK OWNERS ASSOCIATION, INC. and RESIDENTS of the VILLAGES OF WESTCREEK, the Committee may take no actions other than those enabled in POLICY RESOLUTION NO. 4 without prior permission of the BOARD and recorded in the minutes of the ASSOCIATION.

### **DUTIES OF THE COMMITTEE**

The Duties of the standing SPORTS PARK COMMITTEE include the following:

1. Electing the alternate chair;
2. Assessing conditions and needs in the area of its responsibility;
3. Adopting goals and objectives and establishing priorities for Committee and subcommittee activities;
4. Proposing guidelines to the BOARD relative to its area of responsibility
5. Reviewing Committee terms of reference;
6. Developing Committee budget requests;
7. Taking such actions as directed by the BOARD.

Duties of the Chair include the following:

1. Coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met;
2. Preparing Committee reports for submission to the BOARD;
3. Reviewing the budget with Committee Secretary-Treasurer to assure that funds are spent as allocated and to determine adjustments;
4. Establishing such subcommittees necessary, determining their purpose and appointing members
5. Reviewing and evaluating subcommittee activities to determine if need exists for their services.
6. Assuring that meetings of the Committee are held as follows:
  - (a) Regular meetings of the full standing Committee shall be held at least once each quarter or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full Committee meeting is to hear and review the Committee's budget and policy recommendations and to integrate them into one Committee proposal to be submitted through the Chair to the Finance Committee

- (b) Subcommittees will meet at least monthly for as long as it takes them to complete their tasks.
- (c) Voting will be done by simple majority; in the event of a tie, a member of the BOARD may cast the decisive vote.

Reporting and Channels of Communication will be done as follows:

1. The Committee shall, through its Chair, submit to the BOARD, written reports on a regular basis. Such reports shall include at least the following:
  - (a) Summary of activities during past period;
  - (b) Problems encountered and assistance requested;
  - (c) Current roster of members and number of members at last meeting;
  - (d) Plans for coming months;
  - (e) Itemized listing of income and expenditures;
  - (f) Recommendations and proposals with rationale.
2. The Committee Secretary shall prepare and submit minutes of committee meetings.
3. Verbal requests for information or assistance may be transmitted from the subcommittee chair to the Committee Chair and from there to the appropriate party and back, unless other channels have been directed by the BOARD.

IN WITNESS HEREOF, THE UNDERSIGNED HAVE EXECUTED THIS CONSENT AS OF

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