

# BROADLANDS

Association, Inc.

## RESOLUTION OF THE BOARD OF DIRECTORS OF BROADLANDS ASSOCIATION, INC. (Racquet Sports Committee Charter)

**WHEREAS**, the Declaration for Broadlands Association, Inc. (the “Declaration”), the Articles of Incorporation for Broadlands Association, Inc. (the “Articles”), the Bylaws for Broadlands Association, Inc. (the “Bylaws”), collectively known as the Governing Documents, provide that the Lots are subject to the Governing Documents of Broadlands Association, Inc. (the “Association”); and

**WHEREAS**, Article 7, Section 7.2 of the Bylaws establishes that the Board of Directors may create such other committees as the Board may deem appropriate in the administration of the affairs of the Association;

**WHEREAS**, Article 7, Section 7.2 of the Bylaws further states that such Committees may have the powers and duties fixed by resolution of the Board;

**WHEREAS**, the Virginia Property Owners Association Act, Title 55, Sections 55-508 et seq., (“POAA”) outlines certain requirements and restrictions concerning the operation of the Board and Board-appointed Committees; and

**WHEREAS**, the Board deems it necessary and desirable to establish a uniform set of operating rules and procedures for the conduct of Committee business to supplement the Declaration, Articles, and By-Lays (“Association Documents”) and the POAA.

**THEREFORE**, it is hereby RESOLVED THAT the following committee charter, collectively entitled Racquet Sports Committee Charter, is hereby adopted.

### ***PURPOSE:***

To advise and recommend to the Board of Directors on Association matters, including but not restricted to the racquet sports facility, racquet sports program, and related matters.

### ***APPOINTMENT AND TERMS:***

- A. The Racquet Sports Committee shall consist of at least three members of the Association in good standing.
- B. Members shall elect a Committee Chair at the beginning of each calendar year. The Chair may be removed from their position by a majority vote of the Committee members present at a meeting of the Committee at which quorum is present.
- C. Members may be volunteers or appointed by the Committee Chair or the Board of Directors.

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- D. Members will serve the committee at will.
- E. The Board of Directors may remove any Committee member, including the Chair at any time.
- F. The Association shall invite interested committee candidates to express their desire to serve on the Committee. Recruitment of candidates may be done through the newsletter, electronic communications, word of mouth, announcement at the annual meeting, or by any other means deemed appropriate by the Board.

## ***POWERS AND RESPONSIBILITIES:***

- A. No Committee or Sub-Committee nor any of its members are authorized to obligate the Association in any financial or legal matter (including, but not limited to, contracting for services, borrowing money, purchasing equipment and supplies, or approving owner or third-party requests) on behalf of the Association.
- B. The Committee shall provide an annual operating budget request to the Board to fund committee expenses for improvements or minor repairs to the courts and the appurtenances. The budget request shall include all projected income and expenses. The Board will consider the committee request as part of approval of the annual operating budget for the Association. Budget requests must be submitted in writing no later than September 30 of each year, or other such date as determined by the General Manager.
- C. The Committee is responsible for bringing all proposed contracts to the General Manager or the Board for approval. Committee members may not enter into contracts on behalf of the Association.
- D. The Committee shall review owner and/or resident requests and identify and define needs, tasks, and potential projects within the above listed areas of responsibility.
- E. Work with management to draft RFPs, solicit proposals, evaluate proposals, and recommend selection for contracts under committee responsibility.
- F. No member of the Committee shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Committee. Each individual shall disclose to management, the Committee, and the Board of Directors any personal interest that he or she may have in any matter pending before the Committee and shall refrain from participation in any decision on such matter.
- G. If reimbursement is requested, receipts and a check request shall be turned into the liaison within 10 days of the close of the event and submitted for reimbursement to the General Manager within 30 days of the close of the event.
- H. In concurrence with the Reserve Study, review and make recommendations regarding the maintenance and repair of racquet sports facilities.

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- I. Work with the contracted Racquet sports Professional to provide a racquet sports program including lessons, camps, racquet sports socials and other racquet sports activities that will be a credit to and be in the interest of the residents.
- J. Provide feedback and recommendations to the Board related to the sports management professional contract.
- K. Keep the racquet sports rules up-to-date and in the interest of the majority of residents and recommend changes or additions to the Board.
- L. Help enforce racquet sports rules.
- M. Coordinate with other Association committees or Board on matters in which there is mutuality of responsibility.
- N. Perform all other duties as may be assigned by the Board.

## **ELIGIBILITY:**

Racquet Sports Committee members shall be members in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with Broadlands Association, Inc. ("Association").

## **REPORTS TO:**

The Board of Directors (Board).

## **MEETINGS:**

Committee meetings shall be held in a recognized meeting place of the Association such as the Racquet Sports Courts, Clubhouse, Community Center, or Nature Center. The Committee shall communicate to management the date and location of meetings at least seven (7) days prior to the meeting.

Management will send written notice, agenda, and prior meeting minutes to Committee members and publish meeting information to the community. The General Manager will work closely with the Committee and may attend meetings.

- Committee meetings are open to all residents of the association
- Residents wishing to address the Committee should give advance notice to the Chair
- A quorum of 50% of the Committee membership is required to transact business
- Minutes will be taken at each meeting
- In the interest of ensuring strong communications between the Board of Directors and the Committee, the Committee is encouraged to present recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.

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## ***BOARD REQUEST PROCEDURES:***

If an item requires Board approval or an oral report is requested, the Chair will provide the General Manager, the following at least seven (7) days prior to the Board meeting:

- All items to appear on the Board meeting agenda
- Supporting written documentation
- The time required for presentation
- The name of the person/s who will make the presentation

## ***AUTHORITY:***

The Committee has the authority to advise, inform and recommend. The Chair is authorized to communicate directly with the General Manager. The Committee does not authorize expenditures nor issue directives to the staff.