

*The Board of Directors reserves the right to amend, add to or alter these guidelines should it deem the changes necessary for the well-being of the community. Any changes would be placed in writing and sent to each committee member.*

**ORGANIZATION:**

1. The Committee serves the Board of Directors. Only the Board of Directors appoints and removes members from the committee(s).
2. The Committee is not a forum to relay or issue homeowner complaints to the Board of Directors. The Committee should address homeowner's complaints, concerns and issues by investigating and "recommending solutions" to the Board of Directors for consideration.
3. Committee volunteers must be eligible to serve; in good standing – not in delinquency of paying mandatory assessments and not in violation of the community's covenants and restrictions.
4. Volunteers should meet on their own accord, date, time, place, and frequency.
5. Committee Chairperson will be elected by the volunteers at the Annual Membership Meeting. The Chairperson will be the main contact between the Committee and the HOA Administrator and the Board of Directors.
6. Committee(s) must provide all proposals in writing to the Board of Directors through the Association's Administrator. No projects may be initiated or enacted without the consent of a majority of the Board of Directors even if the project is not funded by the HOA. (EX: funds raised by the committee or donations to the cause)

**BUDGET FUNDING:**

1. The Board of Directors will determine funding/budget if there are available funds to assign to the committee(s) after the necessary HOA expenses are addressed.
2. The Committee will be responsible for requesting funds to be budgeted each year no earlier than October 1<sup>st</sup> and no later than October 15<sup>th</sup> of each calendar year. These requests will be reviewed by the Board of Directors and an amount for the committee will be decided on by a majority of the Board of Directors and placed in the official budget for the HOA. This budget will be presented for review by the Homeowners at the HOA Annual Meeting.
3. The Committee will be responsible for keeping track and staying within the budgeted amounts set by the Board of Directors.

**EXPENDITURES:**

1. Final approval of each Committee expenditure must be approved in writing by the Board of Directors. (Final approvals of expenditures are not granted when budget is approved)
2. Vendors/contractors should agree to bill the Association directly else all expenditures must be paid by the Committee Volunteers and receipts obtained for reimbursement.
3. Receipts for reimbursement must be sent to the Association Administrator.
4. Reimbursement checks will be mailed to the volunteer's address.
5. Contest Awards, if approved, will be paid by check. Awards of Cash or Gift cards will not be purchased or reimbursed by the Association.

COMMITTEE PROJECTS:

1. Traditional projects of the Activity Center Committee include but not limited to:
  - a. Assist the Board of Directors by acquiring adult volunteers to provide supervision/monitors at the community swimming pool and enforcement of the pool rules.
  - b. Coordinate with the Safety Committee to plan and schedule additional security measures with security vendors and/or neighborhood watch volunteers for after-hours patrols and monitoring.
  - c. Provide the Board with recommendations and maintenance needs of the Activity Center.
  - d. Assist the Board with Activity Center maintenance oversight. (Examples: replacement of light bulbs, A/C filters, supplies, etc.)
  - e. Propose pool rules for Board approval.
  - f. Provide volunteers necessary to conduct check-in and check-out procedures with club house and pool rentals. (Key Holders)