

STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.

**POLICIES AND PROCEDURES
AMENITIES COMMITTEE GUIDELINES**

Revision 5

12/09/2016

I. PURPOSE

The committee shall exist for the purpose of advising and assisting the Board of Directors in oversight of association pools, lakes, playgrounds, tennis courts, parks and soccer field rules and functions.

II. REFERENCES

Fourth Amended and Restated Bylaws of Stonebridge Ranch Community Association, Inc., Article V, Section 5.1

III. ORGANIZATION

A. Structure:

1. The committee shall consist of 5 to 7 residents.
2. The volunteer members of the committee shall select a Chairperson, Vice Chairperson and a Secretary from within its membership.
3. The Chairperson shall preside at all committee meetings, and the Secretary will be responsible for taking minutes at all meetings and submitting a copy of the minutes to the Association Manager and Board of Directors liaison.
4. The Chairperson shall be responsible for transmitting any and all recommendations to the Board of Directors liaison and Association Manager.
5. In the absence of the Chairperson, the Vice Chairperson will preside at the meeting. In such situation of when the Secretary is absent another member will be asked to take the minutes and fulfill the Secretary duties.
6. If none of the officers are present, no meeting will be held. The meeting must be rescheduled for an alternate date when an officer can attend.
7. The committee may appoint up to two (2) alternates. Alternates shall attend regularly scheduled meetings of the committee and fill any vacancies in order for the committee to achieve its quorum requirements.

B. Membership:

1. Each committee member shall be a resident owner of the Stonebridge Ranch Community Association and a member in good standing of the Stonebridge Ranch Community Association.

C. Terms:

1. There shall be no term limitations on committee members.
2. The committee Chairperson, Vice Chairperson and Secretary shall be elected annually.

D. Meetings:

1. The committee shall meet on a regular basis, and the Chairperson and Board of Directors' liaison shall be responsible for deciding how many committee meetings are required throughout the year to successfully plan and oversee its activities.
2. The committee shall meet a minimum of once per quarter.
3. The committee may schedule additional meetings as deemed necessary to accomplish its duties.

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4. Meetings shall normally be held at the Association office but may be held at alternate locations as long as the location is published with adequate notice and agreement by the committee.
5. A meeting date for each quarter shall be posted on the Association website and updated as changes occur.
6. Any committee member who has three (3) consecutive absences or four (4) absences in a calendar year may be removed from the committee.

E. Quorum:

1. A majority of the committee members shall constitute a quorum for the transaction of business.
2. The vote of a majority of the members present at which a quorum is present shall constitute the decision of the committee.

IV. DUTIES

A. Responsibilities for the Amenities Committee may include, but not be limited to, the following:

1. Monitoring the pools, tennis courts, lakes, playgrounds and soccer field for safety hazards and other matters of concern, then reporting these to the Association Manager and Board of Directors.
2. Reviewing rules and regulations for the pools, tennis courts, lakes, playgrounds and soccer field as needed, from time to time, and forwarding any recommendations to the Board of Directors and Association Manager for consideration.
3. Working with HOA management regarding guidelines and policies for homeowner use of the community amenities, including pool parties, in an effort to avoid damage to association property.
4. Recommending enhancements of association amenities to Board of Directors and Association Manager for consideration along with an annual budget request for modifications and maintenance issues.

B. Any form of communication must be approved by the Board of Directors prior to publication and distribution.

V. REVISION HISTORY

REVISION	DATE	CHANGES
0	6/26/2008	Original
1	7/29/2008	Final Version
2	8/23/2009	Alternates added.
3	8/5/2013	Update committee structure, terms and meeting attendance.
4	9/17/2013	Update committee attendance requirements.
5	12/9/2016	Updated to Fourth Amended and Restated Bylaws