

**STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.**

**POLICIES AND PROCEDURES  
LAKES SUB-COMMITTEE GUIDELINES**

**Original**

**8/24/2010**

**I. PURPOSE**

The Lakes sub-committee shall exist for the purpose of advising and assisting the Amenities Committee in oversight of association lakes including their rules, functions and maintenance.

**II. REFERENCES**

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

**III. ORGANIZATION**

**A. Structure:**

1. The sub-committee shall consist of 5-7 residents.
2. The volunteer members of the sub-committee shall select a Chairperson and a Secretary from within its membership.
3. The Chairperson shall preside at all sub-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, Amenities Committee Chairperson and Board of Directors liaison to the Amenities Committee.
4. The Chairperson shall be responsible for transmitting any and all recommendations to the Amenities Committee Chairperson.
5. In the absence of the Chairperson, the Secretary 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 both the Chairperson & the Secretary are not present at a meeting; no meeting will be held. The meeting must be rescheduled for an alternate date where one or both can attend.
7. The sub-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 sub-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 sub-committee Chairperson and Secretary shall be selected annually by vote of the sub-committee.

**D. Meetings:**

1. The sub-committee shall meet a minimum of once every two months.
2. The sub-committee may schedule additional meetings as deemed necessary to accomplish its duties.
3. 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.

|   |
|---|
| <p><b>STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.</b><br/> <b>POLICIES AND PROCEDURES</b><br/> <b>LAKES SUB-COMMITTEE GUIDELINES</b></p> <p><b>Original</b> <span style="float: right;"><b>8/24/2010</b></span></p> |
|---|

4. A meeting schedule for the year shall be posted on the Association website and updated as changes occur.

**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 Lakes Committee may include, but not be limited to, the following:**
1. Make recommendations for improvements on how the lakes are maintained.
  2. Develop procedures to evaluate the fish population in the Association lakes and make recommendations to increase or reduce the fish population as needed.
  3. Coordinate with the Associations Social Committee & Recreation Director the annual calendar of fishing events.
  4. Consult with state organizations on methods of lake management, maintenance and controlling the fish population.
- 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        | 8/24/2010 | Draft   |
|          |           |         |
|          |           |         |
|          |           |         |
|          |           |         |
|          |           |         |
|          |           |         |
|          |           |         |
|          |           |         |
|          |           |         |