

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION
SWIM AND TENNIS COMMITTEE CHARTER**

WHEREAS Article V, Section 1 of the Amended and Restated By-laws of the Lake Manassas Residential Owners Association, Inc. authorizes the Board of Directors to create committees, as necessary;

WHEREAS, committees created by the Board of Directors are authorized to perform such tasks and to serve for such periods as may be designated by a resolution duly adopted by the Board of Directors (“Charter”). Each committee shall operate in accordance with the terms of the Charter establishing the committee or with the rules adopted by the Board of Directors;

WHEREAS, the Board of Directors desires to create a Swim and Tennis Committee for the purpose of advising the board of Directors on related issues.

NOW, THEREFORE, BE IT RESOLVED THAT the following Swim and Tennis Committee Charter be adopted:

I. COMMITTEE PURPOSE AND RESPONSIBILITIES

- A. Purpose: The Swim and Tennis Center Committee shall assist the Board and/or the Board’s designee(s) in the following ways:
 - 1. Make recommendations for facility usage, maintenance, and equipment.
 - 2. Recommend changes to existing rules for facilities usage.
 - 3. Coordinate, review, and comment on documented homeowner input and make appropriate recommendations.
 - 4. Coordinate, as necessary, with appropriate community groups (i.e. Swim Team), and community management company staff for special events.
- B. Responsibilities: The Swim and Tennis Center shall have cognizance over the pool, pool deck, tennis courts, basketball courts, playground, parking lot, and associated buildings and fixtures.

II. COMMITTEE MEETINGS, MEMBERSHIP AND REPORTING

- A. Meetings:
 - 1. Location: All meetings are to be held at the Lake Manassas Residential Owners Association office, or at such alternative location as determined by the board of Directors, from time to time. The “place” of the meeting may include remote participation procedures in lieu of a physical location, in accordance with procedures adopted by the Board of Directors and/or as permitted by law.

2. Frequency: At least twice a year; more often if necessary or as determined by the Board.
3. Date and Time: At the discretion of the Committee and published to the community.

B. Membership and Reporting:

1. The Committee should develop a working relationship and channel of communication with:
 - a. The President or other Members of the Board of Directors as designated by the President;
 - b. The Association's Community Manager and onsite management staff;
 - c. Appropriate representative(s) of the Property Management Company, as necessary; and
 - d. Homeowner's and other residents.
2. The Board of Directors shall appoint a Committee chairperson. Other officers may be elected by the Committee membership.
3. The Board of Directors shall appoint members to the Committee in its sole discretion. The Committee shall be comprised of a minimum of three (3) members and a maximum of five (5) members. Committee members serve at the pleasure of the Board of Directors and may be removed at any time by the Board of Directors, with or without cause. Any person wishing to become a committee member may indicate his/her desire in writing to the Board of Directors and the Committee Chairperson for consideration.
4. Committee candidates and members shall be property owners in good standing, their spouses or resident children over the age of (18). No member may serve on a committee if payment by such member of any financial obligation to the Association is delinquent more than sixty (60) days. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency or pending legal action with the Lake Manassas Residential Owners Association, Inc.
5. Notice of meetings must be posted prior to every meeting and minutes must be taken at each meeting. The minutes or a synopsis of significant events shall be presented to the Board at its regularly scheduled meetings.

6. The Committee Chairperson, or his or her designee will attend each regularly scheduled business meeting of the Board of Directors, or in lieu thereof, submit a written report to the Board in advance of the Board meeting. The Chairperson will present Committee 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. Any committee recommendations which require formal Board action should be submitted to the Community Manager in advance of the Board meeting for inclusion in the meeting agenda.
7. All Committee meetings shall be open to the membership. In order for the membership to be reasonably informed of Committee meetings, the Committee chairperson shall ensure that all meetings of the Committee are listed in the newsletter and through any other means of posting that the Committee deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The Committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. The Committee Chairperson should designate a limited time period on each meeting agenda for resident input.
8. A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. A majority vote of members while a quorum is present shall constitute a decision of the Committee.
9. All Committee meetings shall be conducted in general accordance with Robert's Rules of Order.
10. The Committee will not have the authority to direct vendors or service providers and contact with any contracted service provider shall be approved by Community Management or the Board of Directors, beforehand.
11. Committee members shall sign and adhere to the requirements of a Committee Non-Disclosure Agreement.

III. GUIDELINES FOR REQUESTING EXPENDITURE OF FUNDS


- A. The committee shall not obligate or commit the Association to the expenditure of funds.
- B. Any request for funds shall be submitted to the Board of Directors two weeks prior to its regularly scheduled meetings.

C. Any request for the expenditure of funds shall be accompanied by:

1. A minimum of three (3) alternatives considered.
2. Advantages and disadvantages associated with each alternative.
3. Costs associated with each alternative. Cost proposals to contracted vendors will be coordinated through Community Management.
4. The implication if the decision is deferred or delayed.
5. The committee recommendation with the rationale.

D. Any obligation or commitment of funds shall be performed by the Board of Directors.

LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION

By: 
Gary Border, President

I hereby certify that the foregoing committee charter was duly adopted at a regular meeting of the Board of Directors of the Lake Manassas Owners Association this 17 day of July, 2020.

By: 
Shashi Mehta, Secretary