

**Clubhouse Committee Mission Statement**

To ensure the atmosphere and amenities provided in the clubhouse and gym are attractive, enjoyable, clean, and safe, and the management of events therein exceed the expectations of the RounTrey community.

**Clubhouse Committee Responsibilities**

- Accept and process clubhouse rental requests and oversee rental events to include the following:
  - Obtain rental contract details and signatures
  - Obtain rental fees and security deposit prior to the event
  - Unlock clubhouse and disarm security system prior to the event
  - Ensure pre-and post-event checklists have been completed
  - Lock clubhouse and rearming security system post event
  - Assess fees for non-compliance of rental contracts and gym rules
  - Report Clubhouse damages where the cost of repair exceeds the security deposit.
- Process and evaluate resident requests for additional clubhouse and gym furnishings, modifications, and equipment within budget constraints and adhering to RounTrey design standards
- Market the clubhouse within the RounTrey community to enhance revenue generation
- Monitor fee structure and make recommendations/changes as deemed necessary to cover operating and incidental expenses
- Update rental contract, policies, and procedures as necessary to best serve the overall community
- Serve as a resource for residents with questions or concerns on enforcement of the clubhouse and policies and rules
- Keep complete and accurate records, and provide original documents to the Community Manager for safekeeping
- Prepare and submit a proposed budget of clubhouse expenses annually

**Authority**

The Board of Directors may establish a Clubhouse Committee to consist of one or more Association members, all of whom can be appointed by and serve at the discretion of the Board. The Clubhouse Committee has responsibilities as identified in the Committee Responsibilities in this document. The Clubhouse Committee serves at the discretion of the Board of Directors. The Clubhouse Committee is not authorized to financially or legally obligate the Association in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment and supplies, or approve requests on behalf of the Board) unless specifically delegated by the Board of Directors.

**Composition**

The Clubhouse Committee shall consist of a minimum 3 (three) residents and a maximum of 7 (seven) residents from the community. An odd number of committee members shall be required for voting purposes. The Committee Chairperson shall be appointed by the Board of Directors. Members may either be appointed by the Board, or the Board may delegate its authority to appoint the members to the Committee Chairperson.

### **Term**

Clubhouse Committee members will serve a term of one (1) year (from annual meeting to annual meeting) and may be removed without cause by any of the following:

1. Missing of three (3) called meetings
2. An affirmative vote of a majority of committee members at a meeting duly called for such purpose
3. By the Board of Directors

Committee members may be appointed to consecutive terms.

### **Operation**

The Clubhouse Committee shall conduct its business in the best interest of the Association and in accordance with the Declaration of Covenants, Conditions and Restrictions for RounTrey.

1. Functions of the Chairman (or the presiding officer) shall include:
  - a. Coordinate and supervise committee activities and meetings to assure responsibilities are met
  - b. Present quarterly committee reports to the Advisory Committee
  - c. Represent the committee to the Advisory Committee and the Board
  - d. Prepare a written Annual Committee report and, upon request of the Board, be prepared to present it at the Annual Meeting of the Association
2. Functions of committee members shall include:
  - a. Attend and be engaged (actively contribute to) at least 3 of the 4 quarterly scheduled committee meetings
  - b. Devote time to the management of the clubhouse and gym throughout the year, in particular for clubhouse events (both Social Committee sponsored and paying events), but also to include incidental activities such as meeting with contractors and other related personnel as needed
  - c. Act as liaison between committee and residents; bring high priority resident concerns to the attention of the Chairman and committee for assessment and resolution as needed

### **Reporting**

The Committee shall frequently and fully report its activities to the Advisory Committee through its Chairperson. Such reporting shall at least be quarterly prior to or at the scheduled meetings of the Advisory Committee. Immediate communications with the Board shall be required for all items of an emergency nature or those, which may involve threat to life, health or property, or may otherwise involve potential litigation.



**Rountrey Clubhouse Committee Charter**

