

# Regency Communities Tennis Committee Charter

## I. Purpose

The primary functions of the Committee are to:

Make proactive recommendations to the Board that will enhance the safety and pleasant environment in and around the tennis facility.

Organize, if desired, tennis ladders, tournaments, or other matches for residents.

## II. Organization

The Committee shall be comprised of three to seven members, each of whom shall be residents of Regency Communities. Each member must be appointed by and approved by the Board.

## III. Term of Office

Committee Members shall serve for one year subject to renewal by mutual agreement of the member and the Board. Each term begins on the date of the association's annual meeting.

## IV. Meetings

The Committee shall meet on a quarterly basis at minimum, or more frequently as circumstances required.

## V. Responsibilities and Duties

To fulfill its responsibilities and duties, the Committee shall adhere to the following:

1. The members' duties shall be to:

1. Report issues or problems with the tennis courts to the Board liaison.
2. Ensure committee activities, actions, recommendations, and expenditures have the best interests of all residents in mind.
3. Verify all vendor work as completed to satisfaction before issuance of payment.
4. Elect a chairperson who will communicate with the Board liaison to apprise him or her of all committee meetings, suggestions, feedback, questions, or requests.
5. Provide the Board with a written report of recent and upcoming committee events, discussions, activities, etc. one week before each Board meeting.
6. Provide updates, photos, and pertinent documents for display on the association website.

2. The chairperson and the member shall NOT have the right to:

1. Accost or harass any member or resident or remove a resident from the tennis courts.
2. Enter into contracts which bind the association.
3. Be reimbursed for any committee expenditures that:
  1. were not first approved by the Board of Directors.
  2. do not conform to this Committee Charter.
  3. do not conform to the association budget.
  4. were not submitted using the approved Committee Expenditure Reimbursement Form.
  5. did not include appropriate back up information (i.e. receipts, invoices, etc.).