

Cypress Strand Condominium Association

CLUBHOUSE COMMITTEE CHARTER

May 31, 2019

WHEREAS, several members of the Cypress Strand Condominiums Association ("Association") have expressed a desire to serve on a clubhouse committee for the Community; and

WHEREAS, the Board of Directors believes it is in the Association's best Interest to apply the efforts of these volunteer members to assist Management in overseeing the function and appearance of the clubhouse,

IT IS THEREFORE RESOLVED, that the Board of Directors of the Association hereby establishes the Cypress Strand Clubhouse Committee pursuant to this Charter as follows:

1. **Mission.** The mission of the Clubhouse Committee shall be to monitor the maintenance, appearance, cleanliness and interoperability of the clubhouse.
2. **Number of Members.** The Committee shall have not less than three and no more than six members.
3. **Appointment/Removal of Members.** The Board of Directors shall appoint a director as the chair who will select members from volunteers. In the event there are more than six volunteers, the remaining volunteers shall be retained on a waiting list and serve as alternates to selected committee members. They may be selected as committee members by the chairman as vacancies occur. The chairman may select one committee member to serve as co-chair and act as directed in his absence.
4. **Term.** Members of the Committee serve at the discretion of the Board of Directors and may be removed by a majority vote of the Board of Directors. The Committee will function for a term of one year from the date of establishment by the board.
5. **Appointment of Chairman.** The Board shall appoint a director to serve as Chairman for a term of one (1) year.
6. **Meetings.** Notice of Committee meetings will be announced on the bulletin boards by the post office boxes at least 48 hours prior to conduct. During all observations, the Committee members will make note of damaged or stained furnishings, cleanliness issues, proper equipment operation and clubhouse usage issues and report any problems noticed to the board.

7. **Responsibilities:** The Clubhouse Committee Chairman shall assign the following tasks to committee members as appropriate: Observe cleanliness and proper operation of the clubhouse, appliances, furnishings and support/access equipment. Checking the clubhouse after approved functions for cleanliness/damage. Checking and securing the clubhouse at the end of the day..

8. **Authorization.** The Clubhouse Committee shall not have authority to commit or expend Association funds and shall not direct the Association's Association Manager. They do not perform contract maintenance or direct contract maintenance personnel. In the event of a rules violation at the Clubhouse, a Committee member may politely ask the violator to correct the issue at hand and if not corrected immediately, notify a board member for resolution. After hour entry violations should be reported to a board member immediately for resolution.

9. **Meetings:** Notice of committee meetings will be announced on the bulletin boards by the post office boxes at least 48 hours prior to conduct.

10. **Amendment/Revocation.** This Charter may be amended or canceled by the Board of Directors at any time.

11. **Association Documentation.** The Association Manager shall provide the Clubhouse Committee with appropriate documentation necessary to accomplish its tasks.

Dated this 21 day of August 2019

**CYPRESS STRAND CONDOMINIUM
ASSOCIATION, INC.**

Joseph Winger
Joseph Winger AS SECRETARY