



## **OPEN SPACE COMMITTEE GUIDELINES**

### **MAY, 2017**

#### **I. BACKGROUND**

Crosspointe Swim & Racquet, Inc. pursuant to Article IV of the Crosspointe Declaration of Covenants, Conditions, and Restrictions, is responsible for management and control of the common areas and recreational facilities owned by the community. Article VII of the Bylaws of Crosspointe Swim & Racquet, Inc. provides that the Board of Trustees (BOT) manages the affairs of the corporation. Article VIII of the Bylaws authorizes the BOT to appoint committees to carry out the BOT's purposes. The BOT has created the Open Space Committee to advise and assist in the management of the open space.

This document consists of general guidelines for the Open Space Committee. The document is for guidance only, and does not create rights in third parties which do not otherwise exist.

#### **II. RESPONSIBILITY**

The Open Space Committee is responsible for advising and assisting the BOT to develop and administer an ongoing program to maintain and enhance certain common areas of Crosspointe. As defined in these guidelines, the Open Space Committee will not have responsibility to oversee the pool or tennis facilities, tot lots, ponds or Community Center. The BOT does expect the Open Space Committee to address issues relating to grounds maintenance, landscaping, trees, trails, fences and other open space issues, including encroachment. In performing its responsibilities, the Open Space Committee performs tasks which may include but are not necessarily limited to the following:

1. Advises on common area maintenance, improvements and other items of interest to the community.
2. Approves routine maintenance contracts concerning open space for amounts up to \$1,500 for signature by the Community Manager. Makes recommendations to the BOT for contracts that exceed the \$1,500 threshold.
3. Prepares budget recommendations relating to the maintenance and general improvements of the common areas.

4. Reviews and comments on budget recommendations of other committees as they relate to open space.
5. In coordination with the Community Manager, members of the Open Space Committee will periodically inspect the common grounds and make recommendations for maintenance and/or improvements when appropriate.
6. Reviews and comments on actions or proposals which may tend to increase maintenance obligations or have an adverse environmental impact.
7. Advises on the development and management plans to utilize the open space.
8. Reviews and acts on applications from residents or committees for open space improvements or issues.
9. Addresses hazards identified by residents, and recommend/takes protective and corrective measures, subject to budget limitations and/or BOT approval.
10. Advises and makes recommendations to the BOT on open space encroachment.
11. Takes specific actions regarding open space when directed by the BOT.

### **III ORGANIZATION**

The Membership of this committee shall be organized as follows:

1. **Eligibility:** Any resident of Crosspointe may serve on the Open Space Committee. Residents must be in good standing, with no outstanding rules violations and be current with all assessment payments. In the case of non-owner residents, the homeowner of the Crosspointe address must be in good standing as described above. Committee membership shall include a minimum of three but ideally no more than seven residents.
2. **Voting Members:** Any resident of Crosspointe who attends three out of four consecutive meetings and who expresses an interest in managing the community's open space is eligible to membership and to vote on Committee business. Non-participation in three consecutive meetings without prior communication with the Chairperson results in a loss of membership and voting rights. The BOT has the authority to remove any committee member for good cause.
3. **Committee Chairperson:** Upon recommendation from the Committee, the Chairperson of the Open Space Committee is selected by the BOT and serves for a one year term. The Chairperson is responsible for coordinating and supervising the Committee activities and meetings. The Chairperson is to ensure that Committee responsibilities are met and for submitting periodic reports of Committee activities to the BOT. The Chairperson has the power

to appoint an alternate to act as Chairperson when (s)he will be unable to attend a scheduled meeting. The Chairperson has full voting rights on the Committee.

4. Committee Secretary: The Chairperson shall appoint a secretary from the committee membership. The Secretary shall be responsible for keeping the Committee roster, recording minutes of all Committee meetings, preparing the periodic reports of Committee activities for the Chairperson, maintaining written documentation on Committee decisions and performing other functions in support of the Chairperson and representatives.
5. Subcommittee: The Chairperson may establish, subject to committee approval, subcommittees in order to accomplish specific functions. Subcommittees will receive general direction from the Committee. Periodic reports are submitted when requested by the Committee, or when considered appropriate by the Subcommittee.

#### **IV OPERATIONS**

1. Meetings: Open Space Committee meetings shall be held on a regular basis, normally monthly, but not less frequently than quarterly. When necessary to carry out assignments and responsibilities, Committee meetings may be called for by the Chairperson, or upon the request of two voting members. All Committee and Subcommittee meetings are to be open to any Crosspointe resident. Regular Committee meeting will be at the usual time, place, day of the week, and week of the month as agreed to by the voting members and will be publicly announced via the newsletter and website when feasible.
2. Direct Resident Input: A time for direct resident input will be included on the agenda of each regular meeting of the Committee. The order and duration of resident input will be determined by the Chairperson. The Chairperson may limit discussion in order to enable maximum participation and to allow the Committee to complete its agenda. Residents who desire to provide input at a Committee meeting should submit an agenda item in advance, however the Committee will make every effort to accommodate unscheduled resident input. Resident input to Subcommittee meetings will be appropriate to the business at hand as determined and controlled by the Subcommittee Chairperson.
3. Communications: The Committee shall provide a copy of the minutes of the past month's activities to the BOT in a timely manner. Any action proposed by the Committee should have benefit of Committee representation of the BOT meeting where the proposal will be considered.

#### **CHANGES AND AMENDMENTS**

This document may be changed or amended by Committee vote, subject to the Board's approval.

Date: 12/6/17

Signed:   
Chairperson, Open Space Committee

Approved:

Date: 9/13/17

Signed:   
President, Board of Trustees