



TENNIS COMMITTEE GUIDELINES

MAY 2019

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 Tennis Committee to advise and assist in the management of the tennis facilities. The tennis facilities are solely for the recreational use of Crosspointe residents, Associate Members and their guests.

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

II. RESPONSIBILITY

The Tennis Committee is responsible for advising and assisting the BOT to develop and administer an ongoing program to maintain and enhance the tennis facilities of Crosspointe. The tennis facilities include: four (4) courts located on Glen Eagles Lane, two courts on Oak Chase Circle, two (2) courts on Greentree Manor Lane, a tennis storage shed near the Glen Eagles courts, surrounding fencing, court lighting, bulletin boards, and court equipment such as benches, brooms, squeegees, trash baskets, etc.

In performing its responsibilities, the Tennis Committee performs tasks which may include but are not necessarily limited to the following:

1. The development and implementation of rules deemed necessary to provide equitable usage of tennis facilities to Residents and Associate Members. These rules may include, but are not limited to, access to tennis courts, membership requirements, guest usage policy and conduct of persons using the facilities.
2. The planning, evaluation, and management of contracts for facility maintenance, improvements, and other services to enhance the recreational use of the tennis facilities. The Committee approves routine maintenance contracts for amounts up to \$1,500 for signature by the Community Manager. The Committee makes

recommendations to the BOT for contracts and purchases that exceed the \$1,500 threshold. Notwithstanding this provision, the Tennis Committee will have the authority to make small purchases necessary for routine repairs, maintenance and replacement of supplies and equipment. These small purchase items must be less than \$1,500 and identified in the Tennis Committee's approved operating budget. Reimbursement will be facilitated using practices directed by management.

3. The preparation and submission to the Budget & Finance Committee of a budget for each new fiscal year.

4. The periodic inspection of the tennis facilities. This may be conducted with the assistance of the community property manager or contractors to the community. Recommendations for maintenance and/or improvements will be made when appropriate.

III ORGANIZATION

The Membership of this committee shall be organized as follows:

1. **Eligibility:** Any resident or Associate Member of Crosspointe may serve on the Tennis Committee. Residents must be in good standing, with no outstanding rules violations and be current with all assessment payments. In the case on 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 Tennis Facilities 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 Tennis 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. **Secretarial Duties:** The Chairperson shall ensure that secretarial and recordkeeping duties are performed in a timely manner. These duties shall include 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

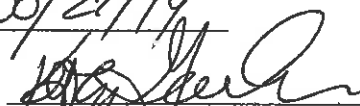
1. Meetings: Tennis Committee meetings shall be held on a regular basis, normally monthly from March through August and when necessary. Committee meetings may be called for by the Chairperson or upon the request of two voting members. All Committee and Subcommittee meetings are open to any Crosspointe resident. Regular Committee meetings 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.

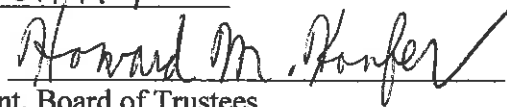
2. Direct Resident Input: A time for direct resident input will be included on the agenda of each regular meeting of the Committee. The order and duration of resident input will be determined by the Chairperson. The Chairperson may limit discussion in order to enable maximum participation and to allow 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: 06/27/19
Signed: 
Chairperson, Tennis Committee

Approved:
Date: 8/14/19
Signed: 
President, Board of Trustees