

# Activities Committee

## Hiddenbrook Homes Association

**Whereas**, Section 55.1-1819 of the Virginia Property Owners' Association Act (the "Act") provides that the Board of Directors of Hiddenbrook Homeowners Association (the "Board of Directors" or "Board") "shall have the power to establish, adopt and enforce rules and regulations with respect to such areas of responsibility assigned to the Association by the Declaration, except where expressly reserved by the Declaration to members;" and

**Whereas**, Article IX , Section 1, of the Hiddenbrook Homeowners Association Bylaws provides that "the Board may create any committee it deems appropriate and appoint members to the committee;" and

**Whereas**, it is in the best interest of the Hiddenbrook Homeowner's Association and the Hiddenbrook Swim and Tennis Club members to have a committee to assist in and coordinate community based activities; and

**Whereas**, the Board of Directors (BoD) has identified such a committee; and

**Whereas**, the Board of Directors agrees that the purpose of the Committee is to ensure members of the Association and Swim and Tennis Club are kept informed of social/recreational events organized for the Association and/or Club, the committee shall be conducted and operate according to the following articles:

### Article I

#### **GUIDELINES FOR JOINING THE COMMITTEE**

- Any Hiddenbrook HOA or Swim & Tennis member in good standing may join this committee.
- A Hiddenbrook BoD member will be appointed as a liaison and an active member of this committee. During HOA Board of Directors meetings, the BoD member may participate in all discussions in regards to this committee.
- The activities committee should have at least four meetings a year. The meetings must be open to the public and scheduled on the association's website calendar in advance.
- If an active committee member has three consecutive unexcused absences, the board may remove them from the committee.
- Any committee member whose Hiddenbrook HOA or Swim & Tennis account becomes past due by more than 90 days shall immediately be considered an inactive committee member until their account is brought current.
- If the committee has no active members, the Board of Directors may vote to appoint an Association member in good standing to become an active and voting member of the committee effective immediately.

- All committee members serve on a voluntary basis. No officer or member shall benefit or profit at any time for his or her service to the Association.
- The committee is expected to have representation at all HOA Board of Directors meetings or submit a written committee update.
- All committee members shall keep in mind they have volunteered to serve in the best interest of the entire community.

## **Article II**

### **SPECIFIC RESPONSIBILITIES OF THE ACTIVITIES COMMITTEE**

To ensure compliance with its responsibility the Activities Committee shall:

1. Oversee the social event offered to the community using “two-deep” leadership one of which must be a board member or committee member. The other volunteer must be an adult not participating in the event but assisting to run it.
2. Draft notices and after-action reviews for inclusion in the Association newsletter and blast emails.
3. Review *Activity Request* documents and follow up with missing or incomplete information and present to the BoD for a vote on offering the activity.
4. Ensure completion of the *Activity Feedback* form by the organizer and submit to the Secretary or Property Manager for record keeping.
5. Coordinate overlapping activities with the chair of other committees as appropriate.
6. Work in cooperation with other committees to help them publish information regarding events, activities and updates to the Association as required.
7. Any expenses that exceed or differ from the annual budget must be pre-approved by the Board.
8. Provide receipts for all related expenditures and reimbursements.
9. Report to the treasurer, by July 31<sup>st</sup> of each year, the desired budget allocation needed for activities functions and activities.
10. Document any issues or incidents that occur during any activities held on the facility grounds.
11. Respect all homeowner information as personal and follow association privacy guidelines.

## **Article III**

## DUTIES AND RESPONSIBILITIES OF THE RECREATION/SOCIAL COMMITTEE

### Chairperson(s)

Committee members are advisors to the Board of Directors. Their primary role is not to establish policies but rather to provide information and options to enable the Board of Directors to make fully informed decisions for the Association. Though committee officers do have special duties to perform, their position does not afford them special consideration, privileges or voting rights above and beyond non-chairman members. Every volunteer of the committee has an equal right to express their opinions and ideas as to how to best serve the interests of the community.

The duties and responsibilities of the Chairperson or Co-Chairpersons shall be as follows:

1. Designate a time and place for meetings, call the meeting to order and conduct the meeting in a professional and efficient manner.
2. Ensure all committee members are informed of current events and activities in regards to the committee responsibilities.
3. Act as a liaison between the committee and the Board of Directors.
4. Be present at committee meetings and the Board of Directors meetings at which a report of activities shall be presented or present a written update for review.
5. Ensure all committee recommendations and matters of business are reported to the Board of Directors.
6. Record and keep complete minutes of all committee meetings and forward the minutes to the committee members and Board of Directors.
7. Monitor committee expenditures to ensure budget is not exceeded.
8. Provide committee charter information to all committee members.

I hereby certify that the foregoing policy was duly adopted by the Board of Directors in a Board meeting on the 12 day of April, 2021 and is effective on the 12 day of April, 2021.

  
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Clive Bayliss, President

Hiddenbrook Homeowners Association