

**SR HOMEOWNERS ASSOCIATION, INC. ("ASSOCIATION")**

**Administrative Resolution**

**THE RECREATION FACILITY COMMITTEE TERMS OF REFERENCE**

BECAUSE the BYLAWS direct the Board of Directors ("BOARD") to exercise for the ASSOCIATION the powers to designate one or more committees; and

BECAUSE the BOARD deems it necessary to create a standing committee to assist the BOARD in monitoring and enforcing compliance to the BYLAWS, the ARTICLES OF INCORPORATION, or THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS ("PROJECT DOCUMENTS") and the BOOK OF RESOLUTIONS; and to maximize use of the recreational facilities and to provide a variety of leisure time opportunities, both within the community and outside of the SONOMA RANCH SUBDIVISION to appeal to all age groups and interests; and

BECAUSE the BOARD wishes to have a committee to advise and assist it in developing a recreation program;

NOW THEREFORE BE IT RESOLVED BY UNANIMOUS CONSENT IN WRITING THAT the standing RECREATION FACILITY COMMITTEE will have the following terms of reference:

**RESPONSIBILITY**

The primary responsibility of the RECREATION FACILITY COMMITTEE is as follows:

1. To advise and assist the BOARD in monitoring and enforcing compliance by MEMBERS with the provisions of the PROJECT DOCUMENTS and this BOOK OF RESOLUTIONS and other rules and regulations approved by the BOARD as they relate to the RECREATION FACILITIES.
2. To advise and assist the BOARD in developing and operating a community leisure-time program for all age groups and interests

In fulfilling its responsibility, the COMMITTEE performs functions which include, but are not necessarily limited to the following:

1. Proposing rules for use of the facilities.
2. Developing schedules for the facilities that assure equitable use of the facilities
3. Suggesting ideas for construction of additional facilities
4. Arranging safety instructions for residents
5. Making budget proposals on programs and activities making use of the facilities or for construction of additional facilities
6. Generally, organizing, promoting, coordinating and otherwise assisting in the operating of community athletic programs
7. Organizing, promoting and conducting seasonal and special interest parties, dances and other social events.

8. Organizing, promoting and conducting trips to events such as races, sports events, etc.
9. Arranging lectures, classes, trips and other group events for residents who wish to participate in events
10. May, at the BOARD's request, conduct hearings.
11. May perform other functions as directed or approved by the BOARD.

### MANNER OF ORGANIZATION

1. Membership - The RECREATION FACILITY COMMITTEE shall consist of a Chair and any other members of the ASSOCIATION who wish to serve. Any MEMBER may join the Committee by attending two out of three successive Committee meetings and maintaining regular attendance thereafter. The Secretary-Treasurer of the Committee is responsible for maintaining a roster of Committee members. All Committee members shall be members of the ASSOCIATION.

2. Term - The Chair will serve a one-year term.

3. Chair - The President of the BOARD will appoint the first Chair. At the first regular meeting of the COMMITTEE after the Chair has been appointed, the Committee may then elect a Vice Chair from among its members. Annually, the Committee will elect a Chair.

4. Vacancies - The BOARD OF DIRECTORS may remove a Chair or any member with cause. The Committee may vote to remove its Chair or any member upon show of good cause. Vacancies created by either of the above or by death or by resignation of the Chair, shall be filled by the Vice Chair and the remaining members of the Committee will elect a new Vice Chair.

5. Secretary-Treasurer. The Chair will designate a Secretary-Treasurer from among the members of the Committee. The Secretary-Treasurer shall be responsible for keeping the Committee membership roster, recording minutes of all Committee meetings and in general, maintaining written documentation on Committee decisions and activities. Further, the Secretary-Treasurer shall keep a record of funds expended under the Committee's allocation from the BOARD;

6. Subcommittees. From time to time the Committee may create from among its membership such subcommittees or Task Forces as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the Committee. The Committee Chair may form a subcommittee by appointing volunteers from the standing committee. The subcommittee will elect its own chair. If the subcommittee chair is absent from two successive meetings, the subcommittee may elect a new chair and promptly notify the standing Committee Chair of the change.

### MANNER OF OPERATION

The COMMITTEE, when dealing with problems of rules enforcement, shall conduct its business in strict accordance with the procedures set forth in the Declaration of Covenants, Conditions and Restrictions and in the interest of the ASSOCIATION. The COMMITTEE is charged with maintaining a constant awareness of the legal obligations, risks and responsibilities of the ASSOCIATION. With regards to the rights of MEMBERS of the SR HOMEOWNERS ASSOCIATION, INC. and RESIDENTS of the SONOMA RANCH SUBDIVISION, the Committee may take no actions without prior permission of the BOARD, recorded in the minutes of the ASSOCIATION.

## DUTIES OF THE COMMITTEE

The Duties of the standing RECREATION FACILITY COMMITTEE include the following:

1. Electing the alternate chair;
2. Assessing conditions and needs in the area of its responsibility;
3. Adopting goals and objectives and establishing priorities for Committee and subcommittee activities;
4. Proposing guidelines to the BOARD relative to its area of responsibility
5. Reviewing Committee terms of reference;
6. Developing Committee budget requests;
7. Taking such actions as directed by the BOARD.

Duties of the Chair include the following:

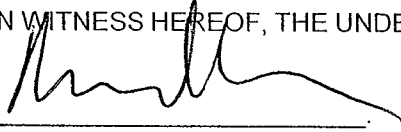
1. Coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met;
2. Preparing Committee reports for submission to the BOARD;
3. Reviewing the budget with Committee Secretary-Treasurer to assure that funds are spent as allocated and to determine adjustments;
4. Establishing such subcommittees necessary, determining their purpose and appointing members
5. Reviewing and evaluating subcommittee activities to determine if need exists for their services.
6. Assuring that meetings of the Committee are held as follows:
  - (a) Regular meetings of the full standing Committee shall be held at least once each quarter or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full Committee meeting is to hear and review the Committee's budget and policy recommendations and to integrate them into one Committee proposal to be submitted through the Chair to the Finance Committee
  - (b) Subcommittees will meet at least monthly for as long as it takes them to complete their tasks.
  - (c) Voting will be done by simple majority; in the event of a tie, a member of the BOARD may cast the decisive vote.

Reporting and Channels of Communication will be done as follows:

1. The Committee shall, through its Chair, submit to the BOARD, written reports on a regular basis. Such reports shall include at least the following:

- (a) Summary of activities during past period;
  - (b) Problems encountered and assistance requested;
  - (c) Current roster of members and number of members at last meeting;
  - (d) Plans for coming months;
  - (e) Itemized listing of income and expenditures;
  - (f) Recommendations and proposals with rationale.
2. The Committee Secretary shall prepare and submit minutes of committee meetings.
  3. Verbal requests for information or assistance may be transmitted from the subcommittee chair to the Committee Chair and from there to the appropriate party and back, unless other channels have been directed by the BOARD.

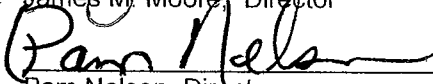
IN WITNESS WHEREOF, THE UNDERSIGNED HAVE EXECUTED THIS CONSENT AS OF 8/24/04  
Date

  
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A. Bradford Galo, Director

  
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James M. Moore, Director

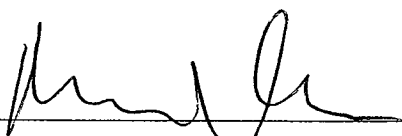
  
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Pam Nelson, Director

**APPOINTMENT OF CHAIR OF THE COMMITTEE**

In accordance with the provisions of the Resolution establishing the Recreation Facility Committee, I hereby appoint Mary Longoria of 8518 Espanola Drive, initial Chair of the Committee.

FOR THE BOARD OF DIRECTORS

  
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A. Bradford Galo, President

Administrative Resolution

RECREATION FACILITY POLICIES

BECAUSE the BY-LAWS direct the BOARD to exercise for the ASSOCIATION all powers, duties and authority vested in or delegated to this ASSOCIATION and not reserved to the membership by other provisions of these BY-LAWS, the ARTICLES OF INCORPORATION, or the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS ("PROJECT DOCUMENTS"); and

BECAUSE there is a need to establish orderly procedures for the use of the Recreation Facilities recently created; and

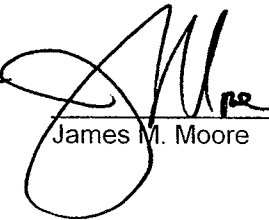
BECAUSE it is the intent of the BOARD to establish these procedures for the benefit of all members;

NOW THEREFORE, BE IT RESOLVED IN WRITING THAT the procedures and policies for use of the Recreation Facility will be as stated in Attachments to this Resolution.

- ATCH: 1 – Pool Schedule and Rules
- ATCH: 2 – Tennis Court Rules
- ATCH 3 - Basketball/Volleyball Court Rules
- ATCH 4 – Playground Rules
- ATCH 5 - Club Rental Policies

DATE: 4/17/05

  
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A. Bradford Galo

  
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James M. Moore

  
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Pam Nelson

## **Attachment 1**

### **SR Homeowners' Association**

#### **Pool Schedule and Rules:**

#### **DAYS & HOURS OF OPERATION**

1<sup>st</sup> May weekend → May 30<sup>th</sup> – weekdays – 4:00 p.m. to 8:00 p.m.  
weekends – 10:00 p.m. to 8:00 p.m.

Memorial Day → Labor Day – weekdays and weekends 10:00 a.m. to 8:00 p.m.  
Closed one weekday per week for cleaning.

Post Labor Day → September 30<sup>th</sup> – weekdays – 4:00 p.m. to 8:00 p.m.  
weekends – 10:00 p.m. to 8:00 p.m.

The pool will be closed October 1<sup>st</sup> through the 1<sup>st</sup> weekend in May.

Additional pool hours designated for swimming lessons and lap swimming will be set by the Facilities Manager.

The following rules have been adopted for the protection and benefit of all members. Your cooperation, and that of your family and guests, in complying with these rules is expected. Parents are requested to caution their children to observe all rules and to obey instructions from the Facilities Manager and lifeguards. The Facilities Manager has the authority, delegated by the Board of Directors, to take proper restrictive action for violation or infraction of these rules.

#### **RULES OF ADMITTANCE:**

1. Use of the pool is limited to members in good standing, their tenants, and their guests.
2. Membership identification must be presented to enter. Each household in good standing will be issued 2 cards per year. Additional and replacement cards will carry a fee. Additional cards will also be available for children over the age of 12 who have passed a lifeguard administered swim test.

3. All guests of members must register before entering the facility. Each household will be issued 10 guest passes per year that will cover up to 3 guests each. Additional guests choosing to use the pool will pay a fee of \$1.00 per visit. Members must remain with their guests at all times.
4. Children under the age of 12 will not be permitted to enter or remain in the pool facility unless accompanied by an adult.
5. Only children under 36 inches tall and their parent/guardian will be permitted to use the baby pool.
6. Persons with skin disorders, colds, or other infections will not be permitted to enter the pools.
7. Proper swimming attire must be worn. Street clothes, cut off shorts, and thong bathing suits will not be permitted in the pool.

#### GENERAL FACILITY RULES:

1. The association is not responsible for any accidents or injuries; however, the lifeguard(s) or Facilities Manager must immediately be notified of any such occurrence.
2. No smoking or tobacco products will be permitted anywhere on the recreation facility property.
3. Drunkenness, disorderly or unsafe conduct will not be tolerated.
4. Consumption of alcoholic beverages by minors will not be tolerated.
5. No food or drink will be allowed at the pool edge or in the pools.
6. No gum chewing will be allowed in the pool enclosure.
7. Food and drink will be permitted on the patios and lawn areas in non-glass containers only.
8. No animals will be allowed inside the pool enclosure.
9. Use trash cans to dispose of all waste. Help keep the facility clean for all members.
10. Profanity will not be tolerated.
11. Music will be permitted at a volume deemed reasonable by the lifeguard(s).

#### POOL SAFETY RULES:

1. There will be no running or pushing on the deck.
2. There will be no diving or flipping from the side of the pool.
3. There will be no horseplay or splashing in the pool.

4. All swimmers must exit the pool immediately upon lifeguard notice during inclement weather and will not be permitted to reenter until the lifeguard(s) declare the area safe for pool use.
5. A period, not to exceed 10 minutes, will be declared by the lifeguard in charge once each hour to ensure the pools are clear and safe. During this period, all swimmers must exit the pool. This applies to ALL swimmers.
6. Safety flotation devices will be permitted. Recreational floating devices and pool toys should not be used when the pool is crowded. Any or all flotation devices will be removed at the request of the lifeguard(s).
7. Lifeguards will answer questions, but are not to be engaged in conversation while on duty.

#### VIOLATION & CONSEQUENCES:

1. Persons caught vandalizing recreational facilities property will be held liable for the damage(s). If the perpetrator is a minor, his/her parent(s)/guardian(s) will be held liable.
2. A verbal warning will be issued by the lifeguard or Facilities Manager for the first minor violation of the facility/pool rules. A subsequent violation will result in a 15 minute suspension of pool/facility privileges.
3. Any violation that endangers another member(s) will result in immediate dismissal from the pool/facility at the discretion of the lifeguard(s) or Facilities Manager. In the case of a minor, his/her parent(s)/guardian(s) will be notified.
4. Persistent violation of pool/facility rules, as determined by the Facilities Manager, and in accordance with the bylaws and the declaration, will result in referral of the matter to the Recreation Facilities Committee. The Committee will have the authority to temporarily revoke member usage privileges after consultation with the Board of Directors.

## ATTACHMENT 2

### Tennis Court Rules:

1. Appropriate sports attire should be worn by all players. Bathing suits will not be permitted on the court. Players must wear tennis shoes or other canvas-vinyl shoes with rubber or crepe soles.
2. Up to four players total will be allowed to play on each court. Observers are asked to wait along the sidelines or, for optimum safety, outside of the court fence.
3. All guests must be accompanied by a member. The Facilities Manager reserves the right to ask for identification.
4. Toys, skateboards, roller blades, bicycles, sidewalk chalk, etc. are not permitted on the courts at any time.
5. Proper tennis equipment must be used at all times. Metal rackets must have bumper guards.
6. Glass containers of any kind will not be permitted on the court.
7. Players must observe the rules of tennis etiquette. Refrain from foul language, throwing rackets, or leaning on net.
8. If members are waiting to play, please complete your second set or continue play for thirty minutes (whichever comes first), and then relinquish the court.
9. Players are expected to clean up after themselves prior to leaving the courts.

## ATTACHMENT 3

### **Basketball Court/Volley Ball Court Rules**

1. Guests must be accompanied by a member at all times. The Facilities Manager reserves the right to ask for identification.
2. Proper sports attire must be worn at all times. Tennis shoes or other canvas-vinyl shoes must be worn and must have rubber soles. Bathing suits will not be permitted.
3. Appropriate behavior is expected. Refrain from foul language, unsportman-like conduct, offensive or excessively loud music, hanging from baskets, etc.
4. No glass containers of any kind will be permitted on the court.
5. If members are waiting to play, you may continue playing for thirty minutes; after which you must relinquish the court.
6. Players are expected to clean up after themselves prior to leaving the court.

## ATTACHMENT 4

### Playground Rules:

1. All guests must be accompanied by a member over the age of 12.
2. Only one person should be on a swing at a time. Standing on swings, jumping from swings, and swinging any other way than sitting down is not permitted. Persons exceeding 40 lbs. are not permitted on the baby swing.
3. Only one person should be on the slide at a time. Standing on and walking up the slide are not permitted. Sliding headfirst and going down backwards are not permitted.
4. Sitting on top of or flipping off of the monkey bars is not permitted.
5. Personal attire that includes clothing with drawstrings, scarves, necklaces, or any other device around the neck is not permitted. Appropriate shoes must be worn at all times.
6. Glass containers will not be permitted.
7. Persons roughhousing, using inappropriate language, or violating the rules will be asked to leave.

## ATTACHMENT 5

### Facility Rental Policies:

1. Facility rental may be reserved no more than one month, or thirty days, ahead of time.
2. Facilities may be rented until 12:00 p.m. However, music must be turned off by 11:00 p.m.
3. Rental limited to persons 21 and over only. Renters must sign a contract agreeing to facility rental policies.
4. Renters must observe the maximum capacity limit inside the building.
5. A \$150.00 cleaning deposit must be made by the renter. If the facility is left clean and orderly, the renter will receive \$100.00 back. The additional \$50.00 is non-refundable, and will be used to cover the cost of electricity, water, restroom supplies, and general wear and tear.
6. The Facilities manager will require an additional fee for the staffing of lifeguards and security officers for pool rental.
7. No furniture shall be moved from inside the building to the pool area, or vice-versa. Renters must provide their own tables and chairs if their needs exceed what is offered by the facility itself.