Fairway Village Homeowners Association

Policy #602.25.Job Description - Clubhouse Committee

Rescissions of past Job Descriptions:
This update rescinds and supersedes all job descriptions approved on this subject prior to 4/9/2025.

Purpose: The Clubhouse Committee will act in an advisory capacity to the Board of Directors (BOD) on matters relating to the maintenance and operation of the Clubhouse and related areas.

Responsibilities: The Clubhouse Committee shall oversee the:

- Interior and exterior of the Clubhouse (excluding Golf Shop, GS beer garden, and Realtor Office)
- Pool, Pool Deck, Fence, Storage Shed, and Pool Patio Furniture

The Clubhouse Committee, in conjunction with the Administrator, shall:

- Periodically evaluate the condition of Clubhouse facilities and recommend repairs and replacements.
- Conduct an annual inventory of exercise equipment, kitchen equipment, and furniture, recommending repair, replacement, or disposal as necessary.
- Assist the Administrator with the disposal of items when requested.
- Review the three-year budget plan and the Reserve Study annually, making recommendations to the BOD regarding expected projects and expenses.
- Participate in special projects as directed by the BOD or other committees.
- Establish and monitor standing subcommittees such as the Art Committee and Coffee Corner, or special subcommittees as needed.

Membership Requirements: Members of the Clubhouse Committee must be willing to:

- The Clubhouse Committee will seek to have a minimum of (7) members.
- Attend monthly meetings and actively participate in committee projects and subcommittees.
- Be community-minded and responsive to residents' concerns.
- Assist with obtaining estimates for furniture replacement, construction projects, or renovations.
- Serve one-year terms, up to five consecutive years.
- A resident may not be on a standing committee while serving on the Board of Directors, unless the Board approves a request from the committee to allow continued service on the committee by the Director.
- Spouses, domestic partners or co-habitants of Directors *shall not chair* any committee.

Meetings:

- The Clubhouse Committee meets monthly.
- Meetings may be conducted in person or virtually, and all meetings are open to all homeowners.
- Members are expected to attend regularly and participate in discussions and decision-making.

Term Limits:

- Members serve one-year terms and may serve up to five consecutive years with an additional year if requested by the committee and approved by the BOD.

Reporting Structure:

- The Clubhouse Committee reports to the Board of Directors.
- Meeting minutes and recommendations are submitted to the BOD and the Finance Committee as necessary.

Decision-Making Authority:

- The committee makes recommendations to the BOD but does not have independent decision-making authority.
- Certain decisions may require Finance Committee or BOD approval.

Budget and Resources:

- The committee reviews and provides input on budget planning but does not have direct spending authority.
- Resources may be allocated by the HOA as needed for maintenance and special projects.

Volunteer Expectations:

- Members must commit time to meetings and committee work.
- Members should follow the HOA code of conduct and confidentiality guidelines when applicable.
- Members must be willing to sign the Board and Committee Code of Ethics.

Officers:

Chairperson:

- Plans, leads, and directs the committee's work in compliance with HOA governing documents.
- Prepares agendas, chairs meetings, and ensures minutes are uploaded via the designated platform at least one week before the next meeting.
- Ensures a quorum is present for each meeting where a vote is taken.
- Forwards committee recommendations to the Finance Committee and BOD.
- Submits "Recommendations to the BOD" via the designated platform.

Secretary:

- Keeps meeting minutes, including attendance records and description of significant decisions made.
- Records actions taken by the committee, listing the motion maker and voting results.
- Distributes draft minutes to committee members and the BOD Liaison for review and correction within seven (7) days of the meeting.
- Provides corrected minutes to committee members, the BOD Liaison, and uploads them via the designated platform at least one week before the next meeting.
- Maintains an up-to-date roster of committee members.

Approval and Review:

- This job description is approved by the BOD and reviewed as needed, at least annually.

X Rob O'Gorman (Apr 10, 2025 09:35 PDT)

Rob O'Gorman
Secretary

X John C Castino (Apr 10, 2025 09:43 PDT)

John Castino
President

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Final Audit Report 2025-04-10

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