

CHARTER FOR GOLF COMMITTEE

AUTHORIZATION

The Golf Committee is established by the Board of Directors under ARTICLE V, Section 2(g), of the By-Laws of the Heritage Harbour Community Association on February 10, 1998, and serves at the pleasure of the Board.

PURPOSE

The Board of Directors requires the support of the Golf Committee in the maintenance and efficient operation of the golf course.

SCOPE

The area of responsibility for the Golf Committee is the golf course and its cart paths, bridges, driveways, irrigation system, flagpole, and gas tank. The pump houses and equipment therein are under the cognizance of the Buildings Committee.

PRIMARY FUNCTIONS

The primary functions of the committee are:

- Advise and give recommendations to the Board concerning maintenance, modification, and replacement of property within its area of cognizance
- Participate in long range planning for maintenance of property within its area of cognizance
- Recommend and justify capital improvement projects to the Board of Directors
- Make recommendations to the General Manager regarding projects within its area of cognizance
- Formulate and recommend to the Board rules and regulations for use of the golf course, including such matters as the observance of rules, hours of use, proper attire and behavior of members and guests
- Review proposed budgets for the committee's area of cognizance
- Advise and give recommendations to the Board concerning the performance of the General Manager relative to the committee's area of cognizance

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- Provide assistance to the General Manager as requested by either the Board or the General Manager in areas of the committee's cognizance
- Review proposed solicitations and evaluate proposals, as requested by the General Manager or Board.
- Monitor and evaluate the effectiveness of the General Manager in the exercise of its responsibilities for maintenance and operation of the golf course.

SPECIALIZED FUNCTIONS

The committee has the following specialized functions;

- Advise the Board on the adjustment of fees for play and golf carts.
- Assist the Men's and Women's groups relating to types, schedules and times of tournaments and coordination of same with the Professional, when necessary.
- Assist the General Manager and Board in the selection of the Golf Professional and other personnel working on the golf course and Pro shop, when requested.
- Take appropriate action necessary to correct any violations of the rules, standards and codes pertaining to the golf course and parking lot by referring these matters to the General Manager or Board.

COORDINATION

The committee shall coordinate with the Board of Directors the planning and implementation of all proposed and approved golf course-improvement projects that might expend capital improvement resources. The committee shall coordinate its other activities with the General Manager and with the Buildings, Security, and Grounds Committees whenever necessary to maintain the efficient operation of the golf course. The committee should send representatives to the periodic coordinating meetings of Board Committees. As required, the committee also shall meet with the Golf Professional and the General Manager to ensure that such matters as hours of operation and schedules of play are followed and to assist the Golf Professional in areas needing attention.

MEMBERSHIP

The committee shall have:

- A chairperson committed to the effective functioning of the committee appointed by the President in consultation with the Board of Directors and can be suggested by the committee.
- At least two other members to be selected by the chairperson.

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The committee shall adopt committee rules that define its officers, terms of office, election procedures, and membership procedures and file these rules in the Association office.

MEETINGS

Meetings of the committee shall be open to all Association members and be advertised in *Harbour Lights*, on the Heritage Harbour television channel, or by some other appropriate means. The committee shall provide records of its activities for filing by the General Manager. These records shall be available for review by the Board of Directors or any Association member, and be passed on to successors.