ROADHAVEN RESORT

Recreation Council Committee

CHARTER

The Roadhaven Recreation Council Committee is established in accordance with the Bylaws of the Roadhaven Resort Homeowner's Association. The Committee is advisory to the HOA Board of Directors.

The Recreation Council Committee (hereinafter called Rec Council) shall be appointed annually by the HOA Board of Directors, after the Annual Meeting, and shall serve at the pleasure of the Board.

REC COUNCIL ORGANIZATION

The Rec Council shall:

- Consist of a Chairperson, Vice Chairperson, Secretary, Treasurer, and Members at Large.
- The Chairperson of the Rec Council shall be appointed annually by the HOA Board of Directors.
- All Rec Council members shall be homeowners in good standing with the Roadhaven Resort Homeowners' Association.
- The Rec Council shall consist of no less than five (5) or more than nine (9) members.
- The Vice Chairperson, Secretary, Treasurer, and Members at Large are selected annually by the Rec Council Chairperson and approved by the Rec Council Chair and Board Liaison.
- In the event of a vacancy, the Council Chairperson and Board Liaison may appoint a replacement and so notify the Board.
- All terms will coincide with the Roadhaven Fiscal Year.
- Subcommittees, which may include homeowners that are not part of the main Rec Council, may be formed to perform specialized assignments.

REC COUNCIL RESPONSIBILITIES

The Rec Council shall serve as the consultant for the Board of Directors for matters relative to the social and recreational programs and facilities for the Clubs in Roadhaven Resort for the mutual assistance, enjoyment, and entertainment of its residents. To this end, the Rec Council will have the following responsibilities:

- Provide policy guidelines dealing with the social and recreation programs and facilities of Roadhaven Resort.

- Provide guidance and counsel to the Clubs in the administration of Club activities.

- Work with the Activity Director to coordinate fundraisers within Roadhaven Resort.

- Work with the Activity Director and Clubs to schedule recreational facilities within the Resort.

- Coordinate Club projects, capital improvements, and contracts with the General Manager, Architecture Committee, Finance Committee and the Project Planning Group.

- Coordinate the financial processes of the Clubs with Roadhaven Resort requirements:
  - Facilitate a system of forms and procedures to document Club transactions.
  - Distribute monthly financial reports to each Club President and Treasurer.
  - Provide a consistent system to prepare and review club budgets and five-year plans.
  - Coordinate the annual physical inventory of Roadhaven assets that are assigned to the Clubs.

- The HOA Board of Directors budgets an annual amount that can be used by the Rec Council to help Clubs with projects they normally cannot fund on their own. The Rec Council is responsible for administering this budget to promote the best improvements needed by the Resort to maintain the important Club programs.

- The Rec Council does not have jurisdiction over the Bingo (regulated by the HOA Board under gaming legislation of the State of Arizona), Roadhaven Church (which is a religious organization and does not fall within the mandate of the Rec Council). However, solid working relationships and cooperation need to be maintained with all the organizations.

REC COUNCIL MEETINGS

The Rec Council will hold regular monthly meetings from November through March, on the second Monday of each month. The HOA Board liaison representative will be requested to attend all meetings. The General Manager or designee and the Activity Director will also be requested to attend each meeting.

Regular monthly meetings of the Rec Council with representatives of all Clubs will be held to share common information.

Regular Rec Council meetings are to be open to all interested Roadhaven residents. Fifty-one percent (51%) of the Rec Council constitutes a quorum.

Special meetings may be called by the Chairperson or Vice Chairperson, as required.

Minutes of all Regular and Special meetings will be maintained with copies maintained according to the Roadhaven Document Retention Policy and also published on the Roadhaven website.

REC COUNCIL PROCEDURES

In order to coordinate all of the Clubs, Programs, and Facilities, the Rec Council requires a set of Policies and Procedures to provide consistent administration. The Rec Council is authorized to establish these policies and procedures.

CHARTER AMENDMENTS

Amendments to this Charter may be recommended by the Rec Council at any time and submitted to the HOA Board for approval.

Approvals:

Cindy Weingart
Board Secretary

Sherri Stewart
Board President

Date:

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