

## THE PINE RIDGE TENNIS COMMITTEE (PRTC) OPERATIONS POLICY

### 1. PURPOSE:

To regulate and promote the use of the tennis facilities within the Pine Ridge community in conjunction with the Pine Ridge Property Owners Association, Inc. (PRPOA) Board of Directors.

### 2. REQUIREMENT:

- a. The PRTC shall make written quarterly reports to the PRPOA management concerning tennis facilities utilization, current needs, and future needs.
- b. All revisions to tennis facility documents shall be submitted to the Board of Directors via the PRPOA management for approval.
- c. The PRTC shall maintain a roster of all registered members.

### 3. MEMBERSHIP:

- a. Any member of the PRPOA who plays tennis and desires to be a member of the PRTC must request their name be placed on the PRTC roster.
- b. Every member who plays tennis or qualified lessee shall be a voting member of PRTC.
- c. There shall be one vote per registered household, which shall be cast in person or by written proxy present at the meeting.

### 4. MEETINGS:

- a. There shall be one annual scheduled in September. Two weeks notice shall be provided on the Community Center bulletin board. This information shall be published in the PRPOA semi-annual newsletter.
- b. Special meetings may be called by the Chairperson upon seven (7) days notice as set forth in section 4.a. above.
- c. Twenty percent (20%) of the registered members of the PRTC shall constitute a quorum to conduct business at any regular or special meeting of the committee.

### 5. OFFICERS:

- a. The committee shall accept nominations from the floor for Chairperson and Secretary at the January meeting. Elections shall be held at the May meeting. The term of office shall be two (2) years and officers may serve two (2) successive terms unless removed by a vote of no confidence or voluntary resignation. After serving two successive terms, a member may not be re-elected until a period of one year passes from the end of the term served.
- b. The Chairperson or Secretary, if the Chair is unavailable, shall preside at all meetings and perform such other duties as may be incidental to the office as described in this operations policy.
- c. The Secretary shall prepare notices of meetings as directed by the Chairperson and minutes of meetings that will be made available to all members by posting at the

Community Center Complex bulletin board(s) within approximately two weeks after each meeting.

6. DUTIES:

a. Chairperson:

- (1) Schedule and conduct the PRTC meetings and other meetings as required.
- (2) Attend the PRPOA Board of Directors meetings as the PRTC representative and provide a written report on PRTC matters.
- (3) Shall attempt to resolve issues pertaining to the operations of the tennis facility prior to referring same to the PRPOA Board of Directors.
- (4) Schedule the use of the tennis courts. (The PRPOA management shall approve Court use schedules.)
- (5) Shall provide tennis team rosters to the PRPOA management.
- (6) Shall perform all duties incidental to this office.

b. Secretary:

- (1) Shall prepare the agenda, record attendance, and keep minutes of meetings.
- (2) Shall post all notices.
- (3) Shall maintain a current roster of PRTC members and provide a copy to the PRPOA management.
- (4) Shall obtain a copy of the approved trainer/instructor list from the PRPOA management and post on the PRTC bulletin board and distribute to all PRTC members listed on the roster.
- (5) Shall maintain all records of the organization and perform all duties incidental to this office.
- (6) Shall act in the place of the Chairperson when Chairperson is not available.

7. PERSONAL TRAINERS:

See Attachments A. B. E. & F.

8. SUBCOMMITTEES:

From time to time, the Chairperson with the advice and consent of a majority of the PRTC shall establish such subcommittees as deemed desirable.

9. AMENDMENTS:

This operations policy may be amended by a majority vote of the PRTC members voting at any duly constituted regular or special meeting called for that purpose.

Signed by the PRPOA Board of Directors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_