

Naples Reserve Homeowners Association, Inc.
Tennis Committee Charter
Revised December 13, 2023

Mission Statement or Purpose:

The Naples Reserve Tennis Committee (the Committee) is a standing Committee of the Board of Directors (Board) of the Naples Reserve Homeowner Association, Inc. (Association).

The mission of the Committee is to:

- advise, help, and support the Board of Directors with the assistance of the designated Match Point Facilities Management Vendor to build and sustain a viable, visible, and robust tennis program.
- deliver programs and events for the wide variety of tennis players at Naples Reserve.
- ensure that Naples Reserve tennis players of all levels have a program and open play opportunities and events at Match Point
- collaborate with HOA Management on the maintenance of the courts.
- undertake other activities as needed for the enjoyment, education, and safety of residents, guests, and authorized tenants in using the tennis amenity at Naples Reserve.

Responsibilities or Goals and Tasks:

The Committee and its members have the following responsibilities:

- To develop, support, and maintain a set of standards (Policy) that take into consideration best practices to sustain a viable, visible, and robust tennis program for the Homeowners of Naples Reserve.
- To balance the needs of the tennis program, particularly with respect to issues of safety and non-resident use of the tennis courts, with the needs of the entire community in all Committee activities and recommendations.
- To review and approve Naples Reserve league teams and captain assignments before each season and secure acknowledgement of the rules by team captains.
- To recommend to the Board any programming they believed to be of benefit to the residents.

- To be an interface with the Match Point Facilities Management Vendor regarding court maintenance, instruction, and programming needs for tennis.
- To monitor the condition and maintenance of the courts and communicate any concerns or issues to the Board Liaison, who may direct the Committee to relay those concerns to the HOA Manager, the Maintenance Manager, or a vendor. Any work directed to be undertaken will be done within budgets supported by the Association.
- To proactively communicate with the community, the Board, Management, vendors, etc. as appropriate to carry out the mission of the Committee.

Procedure:

Committee members may be assigned specific areas of responsibility to undertake on behalf of the Committee.

Committee members may assist the Board Liaison in presenting recommendations to the Board.

The Committee will consider feedback from the tennis community as an input to decisions and may use surveys and other avenues to solicit input. The Committee will share the results of such surveys with the Naples Reserve Community as appropriate.

The Committee will resolve differences of opinion or view by means of a majority vote of the Committee Members.

Once decisions are reached, all Committee members are expected to support those decisions in a unified manner.

Authority:

- This Committee shall act only as an advisory committee to the Board.
- The Committee and its members have no power or authority to act on behalf of the Board.
- The Committee has been delegated the authority to undertake the activities described in this Charter and will collaborate with the Board, Management, and vendors as appropriate to carry out its mission.
- No committee member shall act outside the scope provided herein nor shall any committee member represent themselves as a representative of the Association for matters outside the scope provided herein.

Meetings:

The Tennis Committee shall meet as necessary to meet objectives.

The Chairperson(s) will facilitate meetings and communication with the Committee, the HOA, and management.

Committee Members:

The Tennis Committee will consist of 3-9 volunteer deeded homeowners, one or two of which will be the chair/co-chairs, who are appointed by the Board.

Each Committee member shall serve a term of one year and may apply for continued service annually.

Committee members may resign at any time by providing written notice to the Committee's Chair(s) and Board Liaison.

The Board may remove a member of the Committee with or without cause, including, but not limited to, no longer being eligible or in violation of the Code of Conduct. Vacancies shall be filled by appointment from the Board.

Code of Conduct:

All Committee members must have no conflicts of interest, have no unresolved violations in the Community, and no current felonies.

All Committee members will use reasonable judgement, fairness, and be respectful when considering policy recommendations for the Committee or in dealing with any homeowner/guest/authorized tenant on any matter involving the Naples Reserve tennis program.

All Committee members shall refrain from discussing confidential Committee matters outside of the committee.

Reporting:

Copies of Minutes, correspondence and other related materials developed to enable the Committee to fulfill its duties will be maintained by the Committee and shall be available to the Board or Management upon request.

Insurance:

Committee members are covered under the Association’s General Liability Officer and Director Insurance Policy for committee related activities and actions within the scope of their duties. No committee member shall act outside the scope provided herein nor shall any committee member represent themselves as a representative of the Association for matters outside the scope provided herein.

Board Appointed Liaison:

A member of the Board will be appointed as liaison to the Committee.

The Liaison will attend committee meetings as appropriate. The Liaison will serve as the primary person to communicate with the Board and will bring Committee recommendations and requests to the Board for consideration and vote.

STATEMENT

I have received, read, and agree to abide by the terms of this Charter for the Naples Reserve Homeowners Association, Inc. Tennis Committee.

Name: _____

Signature: _____

Date: _____