

NEW HORIZONS SOUTH BAY ASSOCIATION

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CHARTER

CLUBHOUSE AND SPORTSCENTER

PURPOSE -

To provide direction and overall coordination and management in maintaining the condominium common area buildings and facilities as they apply to the interior of the Club House and Sportscenter buildings. As landlord, the committee controls the use and care of these facilities.

ORGANIZATION -

The committee is comprised of volunteer representatives of the condominium. The Chairman is an elected member of the Board of Governors assisted by:

- a. Deputy chairman
- b. Secretary
- c. Newsletter correspondent (optional)
- d. Town Hall committee

RESPONSIBILITY -

1. *Committee Chairman*

- a. *Reviews* established "Charter for Committee Chairman" and proceeds accordingly.
- b. *Accepts* current committee memberships or obtains new members as required.
- c. *Presides* at all committee meetings and represents the committee at Board of Governors meetings.
- d. *Coordinates* Club House and Sportscenter Building maintenance functions with Chairman of the Buildings and Pools Committee to avoid as much as possible:
 - predictable problem areas.
 - duplication of work effort.
 - unnecessary expenditure of funds.
- e. *Supervises* assigned janitorial personnel through the Superintendent, and approves leaves and/or overtime.

2. *Deputy Chairman*

- a. Acts for Chairman in his absence.
- b. May perform all functions for the Chairman except make a motion or vote on matters being considered by the Board of Governors.

3. *Secretary*

- a. Takes and prepares minutes of the meetings.
- b. Minutes are submitted to the committee chairman for review and use in preparing monthly reports to the Board of Governors.

4. *Newsletter Correspondent*

- a. Reports committee actions, events or information for the New Horizons Newsletter.

5. *Town Hall Sub-committee*

- a. Is responsible for the control and use of the Town Hall and Clubhouse Lounge for private functions by owners/residents according to Board of Governors action dated April 21, 1975.
- b. Screens requests for reservations.
- c. Schedules reservations, coordinating with the Recreation Committee Chairman.
- d. Collects appropriate fees.
- e. Inspects premises after use and make any assessment deemed necessary.

PRINCIPAL FUNCTIONS -

- a. Arranges for and directs the efforts of volunteer residents in regard to items under the committee's jurisdiction, e.g. the P.A. System, billiard equipment, library, building security, juke box, cleaning cloths and Lounge decoration.
- b. Maintains, repairs and replaces items under the jurisdiction of this committee.
- c. Maintains inventory records of furniture and equipment under committee's jurisdiction.
- d. Makes periodic inspection of buildings, furnishings, and equipment, so that necessary preventative maintenance action is performed to assure optimum life expectancy of facilities.
- e. Coordinates with Chairman of Buildings and Pools and the Architectural Committees on any maintenance effort related to building structures, permanently attached fixtures, painting, re-surfacing, changes in decor and so forth.
- f. Prepares and submits an annual budget for the Clubhouse and Sportscenter management operations.
- g. Adjustments to approved expenditures:
 1. Any anticipated expenditures that exceed the authorized budget must be requested in a motion made to the Board of Governors.
 2. Any new contract, extension of existing contracts or non-budget items or services must be submitted as a motion to the Board of Governors.
- h. Obtains bids for new contracts or extensions of existing contracts for the acquisition of materials and services.
- i. Proposes to the Board, through motion and discussions, purchases of furniture and equipment or building modifications which are deemed appropriate.

DEFINITION -

Condominium common area buildings and facilities as they pertain to this committee's responsibilities include:

- a. Interior of Clubhouse and Sportscenter buildings (excluded are walls, floors, ceilings and any permanently attached fixtures which our maintenance people can service).
- b. Furniture and furnishings.
- c. Appliances, machinery and hobby/athletic equipment (excluded are items purchased and maintained by individual groups or clubs).
- d. Pool side furniture.
- e. Public address system - indoor and out.

It is mandatory that all Funded Committees clear with the Budget Committee, and the Board of Governors, any transfer of budgeted funds to non-budgeted use, as well as the disposal or transfer of Association funds or equipment.