



**HEATHER GARDENS METROPOLITAN DISTRICT
CLUBS AND ACTIVITIES COMMITTEE
PROCEDURE MEMORANDUM**

ADOPTED AND EFFECTIVE FEBRUARY 15, 2024

**CLUBS AND ACTIVITIES COMMITTEE
STANDARDS AND PROEDURES**

Proposed on February 13, 2024

Adopted by Committee on February 13, 2024

Adopted by HGMD Board on February 15, 2024

ARTICLE I - PURPOSE

The Clubs and Activities Committee is a standing committee authorized by the Board of Directors (District Board) of the Heather Gardens Metropolitan District (District).

The purpose of the Clubs and Activities Committee (CAC) is to serve in an advisory role and propose policy, operational, and financial recommendations to the Board related to Clubs and Activities that operate on District property, consistent with the Bylaws, Rules and Regulations, administrative and/or policy procedure memoranda.

The Clubs and Activities Committee shall work with the District Board and the District's Manager to monitor and maximize the use of District property, space and the activities conducted within the Clubhouse and its adjacent properties including the sports courts, picnic pavilion, horseshoe pit, game room (inside the golf Pro Shop), adjacent grounds and patios. The Clubs and Activities Committee will coordinate the management and oversight of the Woodshop located in the Clubhouse, and the Garden Plot.

All capitalized terms not herein defined shall be defined as presented in the District's Bylaws or Rules and Regulations.

ARTICLE II - MEMBERSHIP

The Clubs and Activities Committee shall be composed of the Chair appointed by the District Board, the District's Manager (without vote), and a minimum of (4) four and a maximum of (9) nine eligible electors of the District. The Clubs and Activities Committee Chair shall appoint the committee members consistent with the District Bylaws, Article VII, Section 4. Quorum is a majority of the current committee membership.

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ARTICLE III - COMMITTEE DUTIES AND RESPONSIBILITIES

Section 1. Committee Chairperson. The Chair conducts all meetings of the Clubs and Activities Committee and appoints all Clubs and Activities Committee members from eligible electors of the District that have applied for membership. The Chair also consults with residents, the Clubhouse Manager, and interested parties regarding the business of the committee. The Chair reports to the District Board.

Section 2. Responsibilities.

- A.** Works with club and group representatives in preparing proposals to the District Board. Present proposals to the District Board on behalf of clubs and groups.
- B.** Annually reviews rules, regulations, policies and procedures applicable to Clubs and Activities and recommends changes to the District Board. Any changes to documents shall be identified and distributed to the community.

ARTICLE IV - CHANGING THIS DOCUMENT

This document shall be reviewed by this committee at least every three (3) years.

Adopted the 15th day of February, 2024, by the Board of Directors of the Heather Gardens Metropolitan District.

Daniel Taylor, HGMD President

ATTEST:

Robin O'Meara, HGMD Secretary