

The Plantation at Ponte Vedra		Section: 1.8.13
Policy:	Croquet Committee Charter	
Date: 04/26/2016		Date Revised: 05/01/2019, 05/25/2021

**Purpose:**

To foster the growth of croquet for the entire membership and to support the staff of The Plantation with the best feedback possible.

**Goal:**

**Mission:** To provide a safe, enjoyable playing experience for all members of The Plantation and to listen to and incorporate member feedback.

**Vision:** To see croquet thrive as one of the integral facets of The Plantation's amenity offerings.

**Composition:**

**Chairperson:** The Chairperson of the Croquet Committee shall be appointed by the GM.

**Selection/Number of Members:** At the beginning of each new calendar year, from a list of volunteers, the Chairperson shall suggest to the Board of Directors the appointment of 5 to 8 Plantation members for approval as members of the Committee, with The Plantation Croquet Association's Chairperson or their appointee as one of the members. One member of the Committee shall be a Board Member. The Chairperson shall appoint a Vice Chairperson who will stand in as Chairperson as needed. The Chairperson shall appoint a Secretary. Non-Board committee members shall be selected in accordance with Policy 1.0, section 1.3

**Duration of Service:** Committee members shall serve from the time of their appointments until the next Committee is appointed.

**Operation:**

**Meetings:** The Chairperson of the Committee, in consultation with the Committee members, shall determine the schedule and frequency of the committee meetings. Said schedule will be published in The Morning Line.

**Agenda:** The Chairperson of the committee shall be responsible for establishing meeting agendas in consultation with the members of the Committee.

**Reports:** The Secretary will take meeting minutes for review by the Committee. The Chairperson of the Committee shall report and supply copies of the notes of the Committee meetings to the Board of Directors at all regularly scheduled Board of Directors meetings.

**Duties:**

- The Committee shall govern conduct and play at the croquet facility. The Committee shall maintain, review and revise, as necessary, the Croquet Rules and Regulations.
- The Committee shall make final decisions by vote with a minimum quorum of 3 members voting. The Chairperson shall not vote.
- The Committee shall report The Croquet Association activities to the Board of Directors through the Chairperson.
- The Committee shall Review the Charter at the first meeting of the year.
- The Committee is advisory to the General Manager.

The Plantation at Ponte Vedra Beach	Section 1.8.15
Strategic Planning/Land Use Committee Charter	
Date: 03/09/2012	Date Revised: 05/23/2017, 05/25/2021, 06/25/2024

## Purpose

The Plantation at Ponte Vedra Beach Mission: Relying on sound governance and management practice, to enhance owner value and enjoyment with excellent service and active participation in the Ponte Vedra Beach community.

The Strategic Planning document and process will be used to guide The Plantation at Ponte Vedra Beach (The Plantation) decision-making. An essential component to the successful execution of our Strategic Plan, includes this advisory committee to the Board of Directors. The strategic management process is the best approach to achieving our Vision and Mission, and the Board's focus is on the strategy to deliver both.

## Goals

1. The Strategic Planning Committee will conduct an annual review of the Strategic Plan and update as appropriate. Suggested updates will be submitted to the Board of Directors for their approval in time to inform the development of the annual operating plan. The process will ensure the Strategic Plan goals and suggested action items remain viable and in the best interests of the membership.
2. Monitor the execution of the Proposed Actions identified in the Strategic Plan. Update the Proposed Actions to keep current and relevant. The Strategic Planning Committee, in collaboration with other committee chairs and the administration, will monitor the execution of Proposed Actions in annual plans, helping ensure connection of annual and long-term plans, and suggest improvements to the process.
3. Ensure The Planation is utilizing all real property, partnerships, and future acquisitions in a manner that best enhances value, whether utility or monetary, to the Membership and is consistent with the philosophy of the Home Owners' Association and the requirements of the ADB.

## Composition

The Strategic Planning Committee will consist of as many members as the Board shall determine but **in no event, shall there be fewer than two committee members who are members of the Board.** The President shall select the committee chair. Non-Board committee members shall be selected in accordance with Policy 1.0, section 1.3. *Attendance by the General Manager is optional.*

The Strategic Planning Committee is advisory to the Board of Directors.

**Responsibilities and Duties**

1. Members shall have easy access to the Strategic Plan on The Plantation website.
2. The Committee will update the plan annually, developing and managing a process for a thorough and rigorously inclusive consulting process with Owners on long-term issues, capital expenditures, or other topics initiated by this committee, necessary to completing the Goals and Proposed Actions identified by this committee.
3. The Strategic Planning Committee will meet as often as the chair and members deem necessary to complete its work.
4. Meeting agendas will be set by the chair prior to each meeting and with the input of committee members.

The Plantation at Ponte Vedra Beach	Section 1.8.16
Capital Land Use Committee Charter	
Date: 05/28/2024	Date Revised:

## **Purpose**

The Capital Planning/Land Use Committee is established to assist the Board in fulfilling its financial and oversight responsibilities by developing and maintaining an accurate database of all current and future assets of the Association. This database shall include, but not be limited to, information regarding each asset's cost, expected useful life and projected replacement cost together with recommendations for each asset's replacement reserve provision. In conjunction with the above, the committee shall periodically evaluate the Association's land use, physical asset base and potential acquisitions or dispositions to incorporate potential changes into the long run capital plan.

The purpose of the Committee's work is to provide input to management, department heads, the Finance Committee, and the Board of Directors to assist their development and implementation of Association's Annual Operating Plan as reflected in the annual capital budget and the annual assessment for capital reserves.

The Committee is advisory only and does not prepare financial statements nor make decisions regarding budgets or business plans.

## **Goals**

It is the Goal of the Capital Planning/Land Use Committee to ensure that the information used to perform capital planning and budgeting for the Association is accurate and complete so that the long run financial health of the Association is properly managed and adequately financed.

## **Composition**

The Committee shall consist of as many members as the Board shall decide, but in no event shall there be fewer than two committee members who are members of the Board, one of whom shall be the Treasurer of the Association, who shall also be Chair of the Committee. Non-Board committee members shall be selected in accordance with Policy 1.0, section 1.3.

## **Responsibilities and Duties**

The Committee shall meet at least monthly or more frequently as circumstances dictate. In addition, the Committee shall meet regularly with management and shall periodically report its activities to the Board and Finance Committee.

The Chair of the Committee shall be responsible for establishing meeting agendas in consultation with members of the Committee and the CFO of the Association. The Chair shall also report and

furnish copies of the minutes of the Committee meetings to the committee members and the Board at all regularly scheduled meetings.

The Committee shall provide input to the Finance Committee and Board to be used when preparing capital budgets.

The Committee shall review this Charter on an annual basis, or more frequently, as circumstances dictate.

The Committee shall perform an annual self-evaluation of its performance.

The Committee may perform any other activities which in its discretion are consistent with the Committee's purpose, or as determined necessary or appropriate by the Board.

The Plantation at Ponte Veda, Inc.		Section: 1.8.18
Policy:	Racquet Committee Charter	
Date: 03/22/2016	Amended: 05/23/2017, 04/28/2020, 05/25/2021	

### **Mission:**

To ensure that The Plantation's Racquet Facilities and associated programs are consistent with the general mission and goal of The Plantation at Ponte Veda Beach being a premier community.

### **Vision:**

To be generally regarded as the premier racquet facility in Jacksonville and the greater North Florida area by supplying members with the opportunity to participate and enjoy racquet sports.

### **Purpose:**

*Racquet Committee Members:* To work in conjunction with the Racquet Committee Chairperson to ensure the facility and programs meet or exceed the expected standards of The Plantation at Ponte Veda Beach.

*Racquet Committee Chairperson:* To actively facilitate the recommendations of the Racquet Committee in a timely manner and to advise the General Manager of racquet agenda items as required.

### **Authorization and Representation/Composition:**

- (1) The Racquet Committee is established by the Board of Directors for the Plantation in accordance with the By Laws.
- (2) The Chairperson of the Racquet Committee shall be the GM or his/her designee such as the Racquets Head Professional/Director.
- (3) The Racquet Committee shall consist of as many members as the Chairperson shall determine, include at least one representative of each racquet sport played at The Plantation, and at least one (1) member of the Board.
- (4) The Chairperson shall select non-Board committee members in accordance with Policy 1.0, section 1.3.

### **Responsibilities:**

The responsibilities of the *Racquet Committee* are:

1. To maintain a familiarity with the current Racquet Committee issues and structure.
2. To review, interpret and advise changes to the current status quo not limited to facilities, play, programs and decorum.

3. To assure a cooperative, responsive and consistent review process that expediently and responsibly serves the members without compromising The Plantation's Rules and Regulations.

The responsibilities of the *Racquet Committee Chairperson* are:

1. To provide assistance and advice to Racquet Committee members, facilitating the achievement of the Committee's vision.
2. To submit to the Committee concerns and recommendations from community members.
3. To develop the meeting Agenda and provide a complete explanation of submissions during meetings.
4. To develop, with input from professional consultants, member ad-hoc advisory panels or individual members, possible solutions on an as needed basis.
5. To evaluate the execution of the approved Committee recommendations to determine compliance and adherence to the approved recommendations and advise the Committee accordingly.
6. To communicate effectively with the Committee members, the General Manager and the Board of Directors.

**Duties:**

1. To schedule, not less than quarterly, Racquet Committee meetings. First meeting of the calendar year shall be in February with subsequent meetings as agreed upon by the Committee.
2. To monitor, analyze, advise and make recommendations regarding the condition and management of the facilities and related amenities.
3. To make recommendations regarding activities and promotions of members, juniors, special events and tournaments.
4. To identify and develop long range plans for facilities, programs, and operation.
5. To recommend to the Board of Directors changes to the Governing Documents, Rules and Regulations, Policies and Procedures as it deems advisable and necessary.
6. To promote an appreciation for the rules and etiquette of racquet sports.
7. The Racquet Committee is an advisory committee to the General Manager.



The Plantation at Ponte Vedra	Section 1.8.20
Policy: Golf Course Superintendent Search Committee Charter	
Date: 07/28/2020	Date Revised: 09/22/2020

### **Charge and Mission**

The Plantation at Ponte Vedra Beach (“Club”) Board of Directors (“Board”) has appointed a Search Committee (“Committee”) to conduct a comprehensive search for the next Golf Course Superintendent of the Club and to present to the Board a slate of acceptable candidate(s) for the Board’s consideration.

### **Composition**

The committee shall consist of the General Manager and as many members as the Board shall determine, but in no event shall the committee include more than three Board members. The Board shall appoint a chair of the committee. The Board shall select among all potential candidates and volunteers those Association members who are qualified to serve, with technical, industry and human resource experience.

### **Duties and Responsibilities**

1. Members of the Committee, any staff assisting the committee, and any others designated by the Committee Chairman will be required to sign a confidentiality agreement.
2. The committee is advisory to the General Manager.
3. The Committee will assist the General Manager in creating a job description and conduct a search process to seek the best-qualified candidates.
4. The Committee will establish parameters of a potential compensation and benefits package, relocation expenses and terms to employment contract; in conjunction with the HR Committee and approval of the Board.
5. The General Manager and Chairman of the Committee will update the Board of its progress on the search process and engage them as appropriate.
6. This Committee will present its recommended candidate(s) and detail on why the candidate(s) meets the criteria for this position, to the Board for review and final decision. A goal of November 1, 2020 has been established but may be extended if an appropriate candidate has not been identified.
7. The General Manager will be empowered to negotiate the compensation and contract offered to the selected candidate, including relocation expenses. The Board will approve the final contract before it is presented to the candidate.
8. The Committee will work with the General Manager regarding timing and details of the communication to announce the new Golf Course Superintendent.
9. Upon commencement of employment the Committee duties will cease, and the Committee will disband.

The Plantation at Ponte Vedra	Section 1.8.21
Policy: Director of Golf Search Committee Charter	
Date: 09/22/2020	Date Revised:

### **Charge and Mission**

The Plantation at Ponte Vedra Beach (“Club”) Board of Directors (“Board”) has appointed a Search Committee (“Committee”) to conduct a comprehensive search for the next Director of Golf of the Association and to present to the Board a slate of acceptable candidate(s) for the Board’s consideration.

### **Composition**

The committee shall consist of the General Manager and as many members as the Board shall determine, but in no event shall the committee include more than three Board members. The Board shall appoint a chair of the committee. The Board shall select among all potential candidates and volunteers those Association members who are qualified to serve, with technical, industry and human resource experience.

### **Duties and Responsibilities**

1. Members of the Committee, any staff assisting the committee, and any others designated by the Committee Chairman will be required to sign a confidentiality agreement.
2. The committee is advisory to the General Manager.
3. The Committee will assist the General Manager in creating a job description and conduct a search process to seek the best-qualified candidates.
4. The Committee will establish parameters of a potential compensation and benefits package, relocation expenses and terms to employment contract; in conjunction with the HR Committee and approval of the Board.
5. The General Manager and Chairman of the Committee will update the Board of its progress on the search process and engage them as appropriate.
6. This Committee will present its recommended candidate(s) and detail on why the candidate(s) meets the criteria for this position, to the Board for review and final decision. A goal of November 15, 2020 has been established but may be extended if an appropriate candidate has not been identified;
7. The General Manager will be empowered to negotiate the compensation and contract offered to the selected candidate, including relocation expenses. The Board will approve the final contract before it is presented to the candidate.
8. The Committee will work with the General Manager regarding timing and details of the communication to announce the new Director of Golf.
9. Upon commencement of employment the Committee duties will cease, and the Committee will disband.

The Plantation at Ponte Vedra	Section 1.8.22
Policy: General Manager Search Committee Charter	
Date: 11/17/2020	Date Revised:

### **Charge and Mission**

The Plantation at Ponte Vedra Beach (“Club”) Board of Directors (“Board”) has appointed a Search Committee (“Committee”) to conduct a comprehensive search for the next General Manager and to present to the Board a slate of acceptable candidate(s) for the Board’s consideration.

### **Composition**

The committee shall consist of the six Board Members with terms continuing in 2021 and the Human Resource Committee Chair. The Board shall appoint a Chair of the Committee. The Interim General Manager, as part of his duties, shall serve as a consultant to the Committee.

### **Duties and Responsibilities**

1. Members of the Committee, any staff assisting the committee, and any others designated by the Committee Chairman will be required to sign a confidentiality agreement.
2. The Committee is advisory to the Board of Directors.
3. The Committee, in conjunction with the HR committee, will develop a job description and a range for the compensation package to be approved by the Board prior to the start of the search process.
4. The Chairman of the Committee will update the Board of its progress in the search process.
5. This Committee will present its recommended candidate(s) and detail on why the candidate(s) meets the criteria for this position to the Board for review and final decision. A goal of February 2021 has been established but may be extended by the Board.
6. The President will be empowered to negotiate the compensation package and contract offered to the selected candidate. The Board will approve the final contract before it is presented to the candidate.
7. The Committee will work with the Interim General Manager regarding a recommendation to the Board about timing and details of the communication to announce the new General Manager.
8. Upon execution of the employment contract, the Committee duties will cease and the Committee will disband.

The Plantation at Ponte Vedra	Section 1.8.23
Policy: Director of Racquets Search Committee Charter	
Date: 3/25/2021	Date Revised: 12/16/2022

### **Charge and Mission**

The Plantation at Ponte Vedra Beach (“Club”) Board of Directors (“Board”) has appointed a Search Committee (“Committee”) to conduct a comprehensive search for the next Director of Racquets and to present to the Board a slate of acceptable candidate(s) for the Board’s consideration.

### **Composition**

The committee shall consist of the General Manager and as many members as the Board shall determine, but in no event shall the committee include more than three Board members, and no more than eight (8) members of the community who shall represent tennis and pickleball. The General Manager shall chair the committee, and shall select among all potential candidates and volunteers those Association members who are qualified to serve, with technical, industry and human resource experience on the committee.

### **Duties and Responsibilities**

1. Members of the Committee, any staff assisting the committee, and any others designated by the Committee Chairman will be required to sign a confidentiality agreement.
2. The committee is advisory to the General Manager.
3. The Committee will assist the General Manager in reviewing the job description and conduct a search process to seek the best-qualified candidates.
4. The Committee, in conjunction with the HR committee, will develop a job description and a range for the compensation package to be approved by the Board prior to the start of the search process.
5. The Chairman of the Committee will update the Board of its progress in the search process.
6. This Committee will present its recommended candidate(s) and detail on why the candidate(s) meets the criteria for this position, to the Board for review and final decision. A goal of March 1, 2023 has been established but may be extended if an appropriate candidate has not been identified;
7. The General Manager will be empowered to negotiate the compensation and contract offered to the selected candidate, including relocation expenses. The Board will approve the final contract before it is presented to the candidate.
8. The Committee will work with the General Manager regarding timing and details of the communication to announce the new Director of Racquets.
9. Upon commencement of employment the Committee duties will cease, and the Committee will disband.

The Plantation at Ponte Vedra Beach	Section 1.8.24
Fitness Committee Charter	
Date: May 24, 2022	Date Revised:

### **Purpose:**

The Committee's primary functions are: (1) to support the Fitness Center's management, programs, and services that provide health & wellness for the Members through Member service driven protocols; (2) enhance the participation and the Member experience of the fitness amenities; (3) provide input regarding rules and regulations for Members & guests during usage of the fitness center amenity; and (4) provide other Member experience advisory recommendations to the Fitness Director.

### **Goal:**

The goal of the Fitness Committee is to assist the Director of Fitness in providing high quality health and fitness programs, services, events, and facilities for the Members.

**Membership:** The Chair of the Committee shall be the Director of Fitness. The Committee shall consist of 5 or more (but not to exceed 9 members) as the Board shall determine, but in no event shall there be fewer than one (1) member who is a member of the Board. Non-Board Committee members shall be selected in accordance with Policy 1.0, Section 1.3.

### **Operation of Meetings**

The Committee shall meet at the discretion of the Chair but no less than quarterly. Committee meeting agendas will be developed by the Chair via consultation with the Committee members. Committee meeting minutes will be reported to the Board of Directors monthly at their regularly scheduled monthly meetings. All committee minutes must be approved by the committee at the next scheduled meeting.

### **Roles & Responsibilities:**

1. The Committee, through the Fitness Director, is an advisory to the the General Manager.
2. Provide Member feedback to the Director of Fitness regarding the desired mix of programs, services, events, and facilities to meet the various health and wellness needs of the Membership.
3. Assist the Fitness Director in evaluating fitness amenity improvements and equipment.
4. Review Fitness Center Rules and Regulations annually.