Pickleball Ad Hoc Committee Charter

Lakewood Home Owners' Association, Inc.

1. Name and Establishment

The Board of Directors (the "Board") of Lakewood Home Owners' Association, Inc. (the "Association") establishes the **Pickleball Ad Hoc Committee** (the "Committee") as a temporary, advisory committee.

The Board acts under its general powers to administer the Association, to manage the Common Elements, and to make and enforce rules for the use and occupancy of the Project, as provided in Article IX of the Bylaws. This is an ad hoc committee created for a defined purpose and a limited time. It is not a standing committee.

2. Purpose

The Committee will study whether and how the Association could offer pickleball to residents, and will make a written recommendation to the Board. The Committee will gauge owner and resident interest, identify any suitable location on the Common Elements, and identify the costs, risks, and rules that would accompany the activity. The Committee does not decide whether pickleball will be offered. That decision belongs to the Board.

3. Scope of Work

The Committee will:

1. **Assess interest.** Survey owners and residents on interest in pickleball, expected usage, and willingness to pay for facilities.
2. **Evaluate location options.** Identify potential sites on the Common Elements, with attention to proximity to residential units, parking and access, existing amenities, and any use already permitted for the area.
3. **Evaluate noise and neighbor impact.** Pickleball is known for impact noise. The Committee will consider the Association's nuisance provisions, including the Rules & Regulations on noise and annoyance to neighbors, and propose mitigation options such as distance, hours, and sound-dampening measures.
4. **Review insurance and liability.** Work with the Managing Agent to ask the Association's insurance agent whether the activity affects coverage or premiums. The Rules & Regulations prohibit conduct that results in cancellation of insurance or an increase in premiums, and the Declaration requires the Association to maintain liability coverage.
5. **Estimate costs.** Develop estimated costs for any proposed construction, striping, equipment, signage, maintenance, and reserve contributions, with funding options for the Board to consider.
6. **Draft proposed rules.** Prepare draft rules for the Board's consideration, such as hours of use, reservations, guest limits, tenant use, equipment, and enforcement.
7. **Check outside approvals.** Identify any approvals needed from other parties, such as the City of Austin, and any recorded document provisions that affect the project.

8. **Report.** Deliver a written report and recommendation to the Board.

4. Limits on Authority

The Committee is advisory only. The Committee and its members may not:

- Spend, commit, or solicit Association funds, or sign contracts on behalf of the Association.
- Alter, construct on, or mark any Common Element, or reserve or restrict use of any Common Element.
- Adopt, amend, or enforce rules, assess fines, or speak for the Association.
- Propose or imply a special assessment to owners. Any special assessment is decided solely by the Board in accordance with the Declaration and Bylaws.
- Provide legal, insurance, or engineering advice to owners.

Any construction or alteration affecting the Common Elements requires prior written approval of the Board and any other required approvals.

5. Membership

1. **Size.** The Committee will have five (5) to seven (7) members appointed by the Board.
2. **Eligibility.** Members must be owner-occupants in good standing, meaning all assessments are paid.
3. **Chair.** The President will appoint a Chair from the Committee's members. The Chair will lead meetings, set agendas, and serve as the Committee's point of contact with the Board and the Managing Agent.
4. **Board liaison.** The Board will designate one Director as liaison. The liaison attends Committee meetings as an observer and does not count toward the Committee's size.
5. **Management support.** The Managing Agent will provide administrative support within the scope of its agreement, including distributing notices, assisting with surveys, and supplying Association records on request.
6. **Removal.** The Board may remove or replace any member at any time, with or without cause.
7. **No compensation.** Members serve as volunteers and receive no compensation. Reasonable pre-approved out-of-pocket expenses may be reimbursed.

6. Meetings and Records

- The Committee will meet as needed, but at least monthly, and may meet in person or by telephone or video conference.
- A majority of members constitutes a quorum, and decisions are made by majority vote of members present.
- The Chair will give members at least three (3) days' notice of each meeting, and notice will be shared with the Board liaison and the Managing Agent.
- The Committee will keep brief written minutes recording attendance, matters discussed, and recommendations. Minutes will be provided to the Managing Agent for the Association's records.
- Committee communications about the project should be kept factual and non-binding. Members should not make promises to residents about outcomes.

7. Conflicts of Interest

Members will disclose to the Board any personal, financial, or business interest in a proposed location, vendor, or product connected to the Committee's work. A member with a conflict will not take part in the related discussion or recommendation unless the Board decides otherwise.

8. Deliverables and Timeline

Milestone	Target Date
Committee members appointed and first meeting held	December 7, 2026
Owner and resident survey issued	TBD
Survey results and preliminary site options to Board	TBD
Draft rules, cost estimates, and insurance review complete	TBD
Final written report and recommendation to Board	April 5, 2027

The final report will include survey results, the Committee's recommendation (including an option not to proceed), site options, cost estimates, funding options, insurance and noise findings, proposed rules, and any outside approvals needed.

9. Duration and Dissolution

The Committee will exist until the earliest of (a) the Board's acceptance of the Committee's final report, (b) the Board's dissolution of the Committee by resolution, or (c) one hundred twenty (120) days after the committee appointment date, unless the Board extends the term in an open Board Meeting. When the Committee dissolves, its authority ends and its records are delivered to the Managing Agent. If the Board decides to proceed, it may create a new committee or assign implementation as it sees fit.

10. Amendment

The Board may amend or revoke this Charter at any time by resolution.

Adoption

Adopted by the Board of Directors on [Date].

President

Secretary