

Leeland Station Community Association

Administrative Resolution 2018-3 Social Activities Committee Charter

WHEREAS, Article 7, Section 7.2 of the Bylaws states that “The Board of Directors may create and abolish from time to time such other Committees consisting of two (2) or more persons as the Board may deem appropriate to aid in the administration of the affairs of the Association. Such Committees will have the powers and duties fixed by resolution of the Board from time to time.”

NOW THEREFORE, be it resolved that a Social Activities Committee will be established, and that the following procedures for this Committee be adopted and implemented herewith:

I. PURPOSE

The Leeland Station Social Activities Committee (“Committee”) is a duly authorized standing Committee overseen by the Board of Directors (“Board”). The Committee is advisory in nature and may not make final decisions on any matters, expend funds, or speak on behalf of the community, without the approval of the Board. The Committee will facilitate interaction among the homeowners through a variety of planned social and recreational events designed to appeal to a wide cross section of the residents. The intended result is improved neighborhood camaraderie, fellowship and sense of community within Leeland Station. Committee

The responsibilities of the Social Activities Committee will include:

- 1) Reviewing, evaluating, and recommending cost-feasible, legal, beneficial, social and recreational events based upon requests from residents and Committee members.
- 2) Preparing and providing to the Board a proposed annual calendar/schedule of events and a proposed budget for these events as part of the annual budget development process.
- 3) Scheduling, coordinating, organizing volunteers for, and overseeing approved events.
- 4) Coordinating with the Board and Community Manager to promote upcoming events.
- 5) Maintaining strict control and accounting of all funds earmarked for use by the Committee.
- 6) Providing monthly Committee activity reports to the Board at least 5 working days before scheduled Board meetings.
- 7) Providing a year-end summary of accomplishments to the Board.
- 8) Serving in other activities functions as may be determined by the Board.

II. MEMBERSHIP

A. Eligibility

Committee candidates and members will be homeowners in good standing. “In Good Standing” is defined as the absence of any liens, privilege penalty, architectural or covenants violation, or pending legal action with the Leeland Station Community Association.

No person will be eligible for appointment as a Committee member unless such person is an Owner, spouse of an Owner, an officer, trustee, general partner; or a Mortgagee in possession (or a designee of a Mortgagee in possession) of a property within Leeland Station.

There will not be more than one member of any household serving on the Social Activities Committee at the same time.

B. Appointment and Terms

The Committee will consist of no more than five (5) voting members who will have been appointed by the Board, with additional non-voting members as may be necessary. Available Committee seats will be advertised at least fifteen days prior to appointment. Recruitment of candidates may be done by any means deemed appropriate by the Board. The Board will make Committee appointments each year at the first meeting of the Board of Directors following the annual meeting. The Board may make additional appointments throughout the year if vacancies occur.

Committee members will serve a term of three (3) years. In an effort to promote continuity, terms will initially be staggered so that one-third or the closest number to one-third of the Committee membership is appointed or reappointed each year. Terms of the Committee members will generally begin on January 1 and end on December 31. Members appointed to fill vacancies that occur during the year will serve for the remainder of the term of the Committee member they are replacing. Committee members in good standing are eligible for reappointment.

One (1) Board Member may serve as a liaison and provide input in a non-voting capacity.

C. Removal

The Board of Directors may remove, with or without cause, any Committee member with three (3) days written notice. The Committee may make recommendations to the Board regarding the removal of Committee members.

A Committee member may be removed, upon written notice from the Chair, for failure to attend three consecutive Committee meetings without notice or explanation or for missing more than half of the scheduled meetings of any given calendar year.

The Board of Directors will appoint the Chair of the Committee. The members of the Committee may make recommendations to the Board for the appointment of a Chair.

D. Social Activities Committee Chair

The duties of the Chair will include the following:

- 1) Establishing meeting dates and relaying that information to the Board and/or Community Manager.
- 2) Preparing meeting agendas in consultation with the Committee.
- 3) Coordinating and supervising Committee activities and meetings to ensure that responsibilities and duties as specified in the charter are met.
- 4) Coordinating with the Board and Community Manager to promote awareness of events through emails, newsletters, community website and other approved forms of communication.
- 5) Ensure post-event reports are submitted to the Board and Community Manager for all recently completed community events.
- 6) Monitoring the Social Activities Committee email account.

7) Representing the Committee to the Board and Community Manager on all matters related to the Social Activities Committee.

E. Vice Chair

The Committee will elect a Vice Chair who will perform the duties of the Chair in the Chair's absence and other duties as assigned.

F. Secretary

The Committee will elect a Secretary who will be responsible for recording accurate minutes of the Committee meetings and submitting them to the Managing Agent, in a timely manner, for inclusion as needed in the Board meeting package. Minutes will include a record of the date, time and place of each meeting. Minutes will also include a record of Committee member attendance and all actions taken by the Committee. The Secretary will maintain a Social Activities Committee Notebook that includes plans, budgets, reports, advertisements, and manpower/equipment/supply needs for each event.

G. Treasurer

The Committee will elect a Treasurer who will develop and help administer the Committee's detailed operating budget, exercise a fiduciary responsibility regarding funds allocated to the Committee, and maintain a permanent written audit trail regarding all disbursements, receipts, etc., related to the activities of the Social Committee. The Treasurer will also prepare and submit an annual budget to the Board for proposed community events for the next fiscal year. The Treasurer is responsible to report significant overages, inconsistencies and/or discrepancies of budgeted funds to the Committee Chair, the Board and the Community Manager immediately.

III. MEETINGS

The Committee will hold public meetings at least quarterly and as necessary to accomplish its task. Meetings of the Committee may be called by the Chair or by a majority of the members of the Committee. A majority of the Committee will constitute a quorum and can act on any appropriate matter brought before the Committee.

The Committee will maintain minutes of its meetings and a record of the actions taken thereat. All meetings of the Committee will be open to the membership and any vote of the Committee will be taken at an open meeting. Nothing contained herein, however, will prevent the Committee from meeting in closed session or executive session to discuss matters before the Committee. All Committee meetings will be conducted generally in accordance with Robert's Rules of Order.

In order for the membership to be reasonably informed of Committee meetings, the Chair will ensure that all regular Committee meeting dates are listed in the newsletter, posted in the community center, posted on the community website and through any other means of posting that the Board deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Chair will notify the Community Manager at the earliest possible time so that the membership can be reasonably notified. The Chair will be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings.

IV. SUBCOMMITTEES

Subcommittees may be organized on an event by event basis at the discretion of the Social Activities Committee. All subcommittees are the responsibility of the Committee. Subcommittee volunteers are not voting members of the Social Activities Committee, unless they have been appointed in accordance with this resolution. All meetings of subcommittees will be held in accordance with the meeting requirements contained in Section III of this Charter in addition to any other meeting requirements contained in the Property Owners' Association Act. The Board of Directors may dissolve a subcommittee at any time.

A. Event Subcommittee

An event subcommittee is formed to plan and carry out an approved community event. It includes an Event Chair and any volunteers needed for the event. Event Chairs and volunteers may be any owner or lessee whose name appears on a rental agreement within Leeland Station and must be in good standing with the Community Association.

The Event Chair will be responsible for the following duties:

- 1) Presiding over any planning meetings of the event subcommittee.
- 2) Establishing an event plan and updating it as necessary.
- 3) Developing a budget for the event to include new or replacement items.
- 4) Submitting a draft budget to the Social Activities Committee Treasurer a minimum of two months in advance of the scheduled event.
- 5) Coordinating with volunteers to conduct and oversee the community event.
- 6) Submit the following to the Committee Chair or their designee at the completion of an event:
 - a. Provide a post-event report to the Committee documenting estimated attendance, resident feedback, and overall successes or failures as noted, which is then to be submitted to the Board and/or Community Manager prior to the next Board of Director's meeting or, if not feasible, as soon as practical thereafter.
 - b. Present the event plan, all advertising materials, and manpower/equipment/supply needs to the Social Activities Committee Secretary for inclusion in the Committee Notebook within 30 days of the completion of an event.
 - c. Present all receipts for any reimbursement to the Committee Treasurer for submission to the Community Manager as soon as practical. Reimbursements will not be dispersed until the post-event report is in receipt of the Board or Community Manager.

V. COMMUNICATIONS WITH BOARD OF DIRECTORS AND COMMUNITY MANAGER

The Secretary, or other person designated by the Chair, will provide the Community Manager typed meeting minutes. The meeting minutes will be a report summarizing Committee actions, including, but not limited to, recommendations, updates on the status of upcoming events, and requests for assistance from the Board. This report will be included in the Board of Director's business meeting packet. The Chair or the Chair's designee will attend Board meetings at least on a quarterly basis to provide a verbal report and answer questions.

The Committee is expected to maintain regular communications with the Board and Community Manager. When requested, and at other times when appropriate, the Committee will provide accurate and timely information about its activities for publication in the newsletter and other communication media approved by the Association. The Committee is responsible for ensuring that this information is updated on a regular basis.

LEELAND STATION COMMUNITY ASSOCIATION

RESOLUTIONS ACTION RECORD

Resolution Type: Administrative No. 2018-2

Pertaining to: Social Committee Charter

Motion By: Steve Stephenson Seconded By: Maie Carlson

Approved by the Leeland Station Community Association Board of Directors this 7th day of August 2018.

David Pitts
David Pitts, Secretary

08/07/2018
Date

Resolution Effective Date: 8/7/18