

VILLAS at BLACKBERRY RUN HOMEOWNERS ASSOCIATION

Amended Community Activities Committee Charter

Purpose: The Community Activities Committee (CAC), a standing committee, is hereby formed with the responsibility for planning and conducting those cultural, educational and recreational activities within the community that will enhance the quality of life by bringing residents together in a congenial setting to meet and interact. Activities will focus on the needs and desires of the community residents with maximum utilization of Clubhouse facilities.

Scope of Responsibility:

- To research and develop an annual calendar of recreational and social events to be presented to, and if warranted, approved by the Board of Directors;
- To sponsor, implement and/or supervise the community social functions in addition to other functions compatible with the interests of the residents and this Charter;
- Working with the newsletter editor to publish the official VBR newsletter at least six times per year;
- Communicate any directory information changes and/or updates by publishing in the newsletter; privacy requests by residents will be respected regarding the Directory; **the BOD will publish an updated directory as needed.**
- Maintain a professional relationship with the VBR management company to ensure efforts are effectively coordinated, to resolve facility usage conflicts and to provide management company of timely notice for booking event dates and/or changes;
- To meet and greet new residents, provide and/or verify they have pertinent community information including but not limited to:
 - Copy of Directory and VBR Newsletter, form to acquire their permission to publish their names, phone numbers, email addresses, birthdays, etc in newsletter, VBR website access and password information to access community documents and information, current By-Laws & Covenants, Improvement/Modification form and advise them of the day and time of the scheduled Board Meetings;
- Ensure residents are kept informed of community news and events thru newsletter articles and/or email and/or other forms of communications;
- Caring initiatives to facilitate, where possible, a helping hand to residents in a time of need and strive to provide assistance when needed, to the extent possible, through volunteer efforts;
- When hosts charge for an event, an accounting of the monies collected and expenses are to be submitted to chairperson for review. If there are excess funds, chairperson shall notify the board liaison;
- All monies derived from committee activities are funds of the Association and shall be transferred as accumulated to the association treasurer for deposit into the association account and earmarked for use on BOD approved clubhouse improvements;
- **Maintain Clubhouse inventory and purchase as needed party decorations, various kitchen, dishes, glasses, serving items, paper goods. Supply request to be forwarded to BOD Liaison to secure approval;**

- Establish and maintain a Flower Fund through requests for voluntary contributions from homeowner/residents, when needed, to be used only in the event of a homeowner/resident's death. The pre-determined designated amount will be used to purchase flowers or make a charitable donation per the family's wishes. **To send cards upon the death of a homeowner/resident's parent, child or grandchild;**
- Committee members are to work as a team; chairperson to ensure all rules/regulations are administered and followed by all committee members, resolve any issues concerning committee functions;
- Additional assignments of functions compatible with this charter may be assigned from time to time.

Authority:

- To form sub-committees as deemed appropriate to be nominated by the President and approved by the BOD. Prepare sub-committee charters to be approved by the BOD as well as provide direction and guidance to any sub-committee formed for the good of the community;
- Expend funds as approved by the BOD or as may be authorized by regulation passed by the Board of Directors;
- Committee may recommend specific policy decisions to the Board but lacks the authority to make policy regarding VBR activities;
- Committee Chairperson and/or members do not have the authority to bind the HOA to any contractual or other liabilities, nor has any decision making authority which is binding on the HOA;
- The Board of Directors has the right and authority to take action and/or make decisions with or without involving any committees and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or sub-committee recommendations or decisions.

Reporting and Relationship to BOD:

- **Chairperson reports directly to the Board of Directors Liaison; if a Board Member serves as Chairperson, they report directly to the President**
- Chairperson advises BOD of current and/or future needs for programs and facilities to improve the cultural, educational and recreational experience of VBR residents;
- Chairperson shall seek Board of Directors' approval, as warranted, prior to recommending, announcing plans that could be construed as falling outside the scope of responsibility;
- Chairperson (**or designated committee member**) to attend board meetings to provide reports summarizing the Community Activities Committee plans regarding events, submit when requested quarterly, semi-annual and/or annual reports on committee's functions **as well as committee meeting minutes to Board Liaison;**
- Provide the Board of Directors a written report on any recommendation at least **10 days** prior to a board meeting **to be included on Agenda.**

Membership Structure:

- **The Community Activities Committee may be comprised of both residents and directors of the Association. Every effort should be made to have a resident fill the position of CAC Chairperson. In the event any resident does not volunteer to serve**

as Chairperson, the Board Liaison, or any Director, may serve as Interim Chairperson for not more than an one year term or until a Resident is appointed to fill the unexpired term;

- The Community Activities Committee shall consist 3, 5 or 7 committee members including a chairperson, vice chairperson(s);
- President appoints the Chairperson and Board Liaison to serve one year renewable terms;
- Chairperson may appoint vice chairperson(s) to serve for one year upon approval of Board Liaison;
- Committee members are selected by the Chairperson and, will serve staggered terms, as determined by the Chairperson, upon approval by the Board Liaison;
- Committee members must be residents in good standing;
- Committee members shall serve as follows: one member - 1 year, one member - 2 years and one member - 3 years. With 5 members: chairperson - 1 year, three members - 2 years, and one member - 3 years. After these initial terms expire, all terms will become 2 year terms. Additional members will serve terms determined by the Board Liaison and Chairperson in keeping with the above goal of having staggered terms;
- Committee members terms run from January through December of each year;
- Terms of any committee members may be renewed with the Chairperson's recommendation and the Board Liaison's approval. Although, not binding, it should be the goal of the committee to have new members appointed when terms expire to increase wider resident participation opportunities;
- All committee members work as a team;
- The Chairperson serves at the pleasure of the President and may be removed by the President without cause, at any time and with or without a successor being named;
- Committee members serve at the pleasure of the BOD and any committee member may be removed by a majority of the members of the BOD without cause, at any time and with or without a successor being named.

Committee Meetings:

- Committee members to meet as often as necessary to assign responsibilities and/or conduct the business of the committee and at least once per quarter;
- In the event an even number of members attend a meeting with a quorum present and a vote is taken, the chairperson will abstain from voting in order to avoid a tie vote;
- Sub-committee, if formed, members may be included in CAC meetings and/or meet with CAC chairperson as deemed necessary by Chairperson;
- The Board Liaison will attend committee meetings, offering advice, guidance but does not vote on committee matters.

Committee Code of Conduct

- All committee members are expected to conduct themselves in a manner that promotes a healthy relationship with the BOD, HOA Management Company and Association members. Proper committee member conduct includes, but not limited to the following:
 - Committee member shall forgo personal agenda interests and strive for the common good of the community;

- All committee member actions shall comply with the governing documents and Board implemented rules/regulations;
- Committee members shall respect the authority of the Board by not undermining majority decisions and enacted policies;
- Committee members are to maintain confidentiality by not sharing prohibited and/or highly sensitive information and respect the privacy of all homeowners;
- To demonstrate mutual respect, committee members shall address each other, BOD members and homeowners with respect, even when in disagreement. Differences of opinion shall be handled in a professional manner, involving the Board if necessary.
- In order to maintain a supportive and positive attitude, as well as promote better performance and teamwork, committee members shall encourage each other, homeowners, board members, managers and contractors;
- Committee members will promote community harmony thru acts, words and deeds;
- CAC committee and sub-committee members will not seek or accept special favors from Association contractors or potential contractors or suppliers. Special favors are those services or products not made generally available to other community members. CAC committee and sub-committee members shall not accept gifts, fees, commissions, rebates, or profit in any way on expenditures, services or activities made for and in behalf of the homeowners association.

Resignation or Removal of a Chairperson or Committee Member:

- Any committee member may resign prior to completing their term. They should submit their written resignation to the chairperson, indicating their desire and effective date of resignation. The Chairperson then will notify the Board Liaison to discuss selecting a new committee member;
- Chairperson can recommend to the Board Liaison the removal of a member if they habitually miss meetings, fail to complete assigned tasks and/or violate the Committee Code of Conduct.
- In the event it becomes necessary to remove the CAC Chairperson or a committee member, the Chairperson may be removed by the President after notifying the BOD, and a committee member may be removed by a majority members of the BOD. The chairperson and/or member can be removed with or without cause, at any time, and with or without a successor being named.

At the March 22, 2010, Board of Directors Meeting of the Villas at Blackberry Run Association the BOD hereby agreed to the formation of the Community Activities Committee in accordance with charter document and the Association By-Laws.

Subsequently,

At the January 24, 2011 Board of Directors Meeting of the Villas at Blackberry Run Association the BOD hereby agrees to the revisions of the Community Activities Committee in accordance with this document and the Association By-Laws.

Subsequently,

At the July 18, 2011 Board of Directors Meeting of The Villas at Blackberry Run Association the BOD hereby approved the Community Activities Committee establishing and maintaining a Flower Fund, amending the Charter in accordance with this document and the Association By-Laws.

Subsequently,

At the August 11, 2014 Board of Directors Meeting of the Villas at Blackberry Run Association, the BOD hereby approves the revisions to the Community Activities Committee Charter in accordance with this document and Association By-laws.

-----Signed: August 11, 2014
Claudia Boscoe, President

-----Signed: August 11, 2014
John Herr, Vice President/Secretary