

**UNIT OWNERS ASSOCIATION OF
MARKET STREET TOWN CENTER CONDOMINIUM**

POLICY RESOLUTION NO. 23-22

SOCIAL COMMITTEE CHARTER

WHEREAS, Article III, Section 2(b) of the Bylaws states that “The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act or the Declaration or by these Bylaws required to be exercised and done by the Unit Owners Association;” and

WHEREAS, The Board of Directors deems it desirable to establish a Committee of unit owners to establish and support a positive social program for the Association;

NOW THEREFORE, be it resolved that a standing Social Committee shall be established, and the following Charter adopted:

I. Mission Statement

The primary mission of the Social Committee is to advise and assist the Board of Directors, in a reasonable and productive manner, on developing and conducting a community recreational and social activities program reflecting the various interests represented in the community.

II. Responsibilities and Purpose

In accomplishing these goals, the Board of Directors shall assign the Social Committee with tasks from time-to-time that may include, but not be limited to:

- A. Proposing, and if approved by the Board, arranging for and conducting parties or social events around the various seasons and holidays.
- B. Proposing, and if approved by the Board, arranging for various outings to concerts, theaters, museums or exhibits, festivals, sports events, etc.
- C. Proposing, and if approved by the Board, arranging for various presentations by persons within or outside of the community to members of the community, such as community safety talks by police and/or fire officials, educational lectures, travel logs, arts and crafts, etc.

- D. If requested by the Board, develop and recommend policies and rules and regulations governing issues within the jurisdiction of the Committee.
- E. The Board has the power to determine the scope of responsibility of the Committee, and this Charter is not intended to create any restrictions or limitations on the Board's power to determine the jurisdiction of the Committee.

Generally, the Social Committee shall submit a one-year proposal for activities, estimated expenses, and sources of income for Board review, so that once a one-year plan is approved by the Board, the Committee need not seek separate approval for each activity unless that activity was not included in the proposal. Notwithstanding the foregoing, the Board of Directors reserves the right to direct the Committee to discontinue any action as the Board, in its sole discretion, may determine. Moreover, the Committee is prohibited from taking any actions not delegated to it by this Section I or by a vote of the Board of Directors.

III. Eligibility

- A. All Committee members must be Unit Owners in good standing or tenants of Unit Owners in good standing. Good standing shall be defined as the absence of any liens, privilege suspension, assessment delinquency, architectural or covenants violation, or pending legal action with the Association.

IV. Appointment and Terms

- A. The Board of Directors shall appoint between three and five members to the Social Committee.
- B. The Committee members shall be appointed to one-year terms. Members appointed to fill vacancies that occur during the year, shall serve out the remainder of the term of the Committee member they are replacing. In the absence of any action by the Board to appoint a successor, terms shall automatically renew.
- C. The initial members of the Social Committee shall be appointed by a majority vote of the Board of Directors. Thereafter, beginning with the first annual meeting that occurs at least one year from the date of appointment of the initial members of the Committee, the Board of Directors will make Committee appointments each year at the Annual Meeting for terms beginning on the first day of the month following the Annual Meeting. The Board of Directors may make additional appointments, via a majority vote, throughout the year if vacancies occur.
- D. Recruitment of candidates may be done through announcement at the Annual Meeting or by any other means deemed appropriate by the Board.

- E. The Committee may make recommendations to the Board on the appointment of eligible Committee members.
- F. Following receipt of the Committee's recommendation, the Board shall, in its sole discretion, appoint persons to serve on the Social Committee to fill any existing vacancy. Any person appointed to the Social Committee to fill a vacancy created by the removal or resignation of a Committee member, shall serve the remainder of the predecessor member's term.
- G. Social Committee members will be provided a copy of this Charter with a reasonable period of time following their appointment.

V. Removal

- A. The Board of Directors may remove any Committee member, including the Chairperson, with or without cause upon three days written notice.
- B. The Committee may make recommendations to the Board of Directors regarding the removal of Committee members upon a majority vote of the Committee.

VI. Election of Officers

- A. There shall be a Chairperson of the Social Committee who must be a Uni Owner who sits on the Committee. The Board, in its sole discretions, shall appoint the Chairperson of the Committee. Members of the Committee may make recommendations to the Board of Directors for the appointment of a Chairperson. Other officers of the Committee may be appointed by the Committee Chairperson. At a minimum, the Committee Chairperson shall appoint a Secretary who shall be responsible for recording accurate minutes of the Committee's meetings and submitting them to the Managing Agent, in a timely manner, for inclusion in the monthly Board meeting package. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of Committee member attendance and all votes of the Committee.
- B. The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee and acting as a liaison between the Board of Directors and the Committee.

VII. Meetings

- A. The Committee Chairperson shall establish a schedule of regular Committee meetings, within thirty days of his or her appointment. Said schedule shall state the time, day and place of each regular meeting and reasonably account for the availability of the Committee members, as well as the Committee's duties and responsibilities. The Committee shall meet no less than four times a year or any other number of occasions as the Board deems necessary.

- B. Meetings may occur virtually, if approved by the Board of directors.
- C. Notice of regular meetings of the Committee must be given to all Committee members personally, via mail, email or telephone, no less than six days prior to the meeting.
- D. Emergency meetings may be held by means of a conference call or similar communications and social equipment allowing all members to hear each other and participate in the meeting.
- E. Special meetings of the Committee may be called by the Chairperson on three days' notice to each member given personally, or via mail, telephone, or email.
- F. All notice requirements for Committee meetings may be waived wither by attendance at or participating in a meeting (unless the member lodges his or her objection to the notice at the outset of the meeting), or in writing, signed by the member entitled to the notice and filed with the Association's minutes and corporate records.
- G. Committee meetings shall be held in a recognized meeting place of the Association. All Committee meetings shall be open to the membership. In order for the membership to be reasonably informed of Committee meetings, the Committee Chairperson shall ensure that all regular Committee meeting dates of the Committee are listed on the website or through any other means of posting that the Board deems appropriate.
- H. The Committee Chairperson shall designate a time period on each meeting agenda for resident input.
- I. A quorum of Committee members must be present in order to convene a meeting or conduct business of the Committee. A quorum shall be present if the majority of the current Committee members are present at any regularly scheduled or special Committee meeting.
- J. The vote of a majority of Committee members present at a meeting with a quorum present shall constitute the decision of the Committee. All voting shall be conducted in open session.
- K. Minutes shall be taken at every meeting. Minutes shall show attendance, issues raised, and any decisions made by the Committee.
- L. Minutes shall be forwarded to the Managing Agent for inclusion in the monthly report to the Board of Directors. Approved meeting minutes will be kept on file with the Association's records for review by owners.
- M. Committee members shall not use inappropriate language or an irate verbal tone during their debate of the issues. An action (including physical gestures or body language) or comments designed to insult, demean, or attack the personal character of any member of

the Committee, the Committee as an entity, or any person in attendance shall be strictly prohibited. Committee members owe a special duty of civility to the Association's membership and shall be particularly courteous to the individual members at all times during official functions of the Association.

- N. Any action required or permitted to be taken at a Committee meeting may be taken without a meeting if consent, in writing, setting forth the action taken, is signed either before or after such action by all of the Committee members. Any such written consent shall have the same force and effect as a unanimous vote and shall be filed with the minutes of the Committee.

VIII. Communications

- A. In the interest of ensuring strong communications between the Board of Directors and the Social Committee, it is expected that the Committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors. The Committee representative will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee assignments.
- B. It is expected that the Committee will communicate its activities to the membership periodically through a newsletter, website, and/or other communication vehicles of the Association.

Resolutions Action Record

Resolution Type: Administrative Number: 23-22

Pertaining To: Social Committee Charter

Duly adopted at a meeting of the Board of Directors, held on August 25, 2022

Motion By: Dan Fulton

Seconded By: Jack Harvey

Board of Directors:

Chris Burke, President Yes No Abstain

Jack Harvey, Vice President Yes No Abstain

Megan Lubina, Secretary Yes No Abstain

Dan Fulton, Treasurer Yes No Abstain

Resolution Effective: 9-1-2022