

**LAKEVIEW AT BRANDYWINE HOMEOWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 2011-4**

SOCIAL/ACTIVITIES COMMITTEE CHARTER

WHEREAS, pursuant to Article X of the Bylaws, the Board of Directors may appoint other committees as deemed appropriate in carrying out its purposes.

WHEREAS, pursuant to Article VII, Section 7.1 of the Declaration of Covenants, Conditions and Restrictions the Board of Directors shall have the power and authority to adopt and publish rules governing Lots, the use of the Common Areas and facilities situated thereon, and the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof.

WHEREAS, the Board of Directors deems it desirable to establish a committee of homeowners to advise the Board of Directors, in a reasonable and productive manner, on the development and implementation of social, cultural and recreational activities for Lakeview at Brandywine residents.

NOW THEREFORE, be it resolved that an Social/Activities Committee shall be established, and that the following procedures for this committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Social/Activities Committee is to advise the Board, in a reasonable and productive manner, on issues related to the development and implementation of social, cultural and recreational activities and programs. In accomplishing this goal, the Board of Directors may assign the Committee with tasks from time to time, which may include but not be limited to:

- Providing the Board with recommendations for social cultural and recreation programs and activities which serve the diverse interests of residents ;
- Developing an annual schedule/calendar for social and recreation programs and activities;
- Evaluating individual programs and activities in terms of participation levels, cost effectiveness and other criteria;
- Developing policies and recommendations for the funding of programs and activities from Association assessment fees and user's fees;
- Coordinating the promotion of and dissemination of information regarding community events;
- Providing recommendations for expenses in the Committee's area of jurisdiction to be considered for inclusion in the Association's annual operating budget.

B. ELIGIBILITY

Committee candidates and members shall be Lakeview at Brandywine homeowners who are in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, or pending legal action with the Association.

C. APPOINTMENT AND TERMS

The Board shall appoint a Social/Activities Committee members to serve. The Social/Activities shall serve at the pleasure of the Board. The Social/Activities Committee appointees will hold meetings in accordance with Section 3.9 and Section 6.1 of the Bylaws.

In order to ensure continuity of the committee, terms of the committee members will be staggered. The Board will appoint a majority of the members to serve terms of one (1) year and the balance of the members to serve terms of two (2) years. Thereafter, committee members will be appointed for two-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the committee member they are replacing.

The Board shall invite interested candidates to express their desire to serve on the Social/Activities Committee. Recruitment of candidates may be done through the newsletter, word of mouth, announcement at the annual meeting, or by any other means deemed appropriate by the Board. Committee members in good standing are eligible for reappointment.

Interested candidates must submit a written request for appointment to the Board including any personal or professional information (e.g., related experience or training, service on other committees, etc.), which might assist the Board in the appointment process.

D. REMOVAL AND DISSOLUTION

The Board may remove any committee member, including the chairperson, at any time, without cause. Such removal may be immediate, at the Board's sole discretion.

The Board may disband this committee at any time, with or without cause.

The committee may make recommendations to the Board regarding removal of committee members.

A committee member may be removed, upon written notice from the committee chairperson to the Board for failure to attend three consecutive meetings without notice or explanation.

E. ELECTION OF OFFICERS

The Board shall appoint the Chairperson of the Social/Activities Committee. Members of the Committee may make recommendations to the Board for the appointment of a Chairperson. Other officers of the Committee may be elected by the Committee membership.

At a minimum, the Committee shall elect a Secretary who will be responsible for recording accurate minutes of the Committee's meetings and submitting them to the Board in a timely manner, through the management agent.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee. In the interest of ensuring strong communications between the Board and the Social/Activities Committee, it is expected that the Committee Chairperson, or his or her designee will attend each regularly scheduled business meeting of the Board or, in lieu thereof, to submit a written report to the Board in advance of the Board meeting. The Committee Chairperson 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. Any Committee recommendations which require formal Board action be submitted to the management agent in advance of the Board meeting for inclusion in the meeting agenda. Finally, the Chairperson, or his or her designee, shall be responsible for checking, logging and responding to all Committee correspondence and E-mails.

F. MEETINGS

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 meetings of the Committee are listed in the newsletter and through any other means of posting that the Committee deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The Committee Chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. The Committee Chairperson should designate a limited time period on each meeting agenda for resident input at the beginning of each meeting.

A majority of the members of the Social/Activities Committee must be present to convene a meeting or conduct formal voting procedures. A majority vote of members while a quorum is present shall constitute a decision of the Committee.

All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

LAKEVIEW AT BRANDYWINE HOMEOWNERS ASSOCIATION

RESOLUTIONS ACTION RECORD

Resolution Type Administrative No. 2011-4

Pertaining to: Social/Activities Committee Charter

Duly adopted at a meeting of the Board of Directors for Lakeview at Brandywine Homeowners Association, held _____ 2011.

Motion by: _____ Seconded by: _____

OFFICER	TITLE	YES	NO	ABSTAIN	ABSENT
Adam Nelson	President				
	Vice President				
	Secretary/Treasurer				