

Community Association Resolution to Clubs and Activities Committee Charter

WHEREAS: THE Board of Directors desires to further define the purpose and duties of the Clubs and Activities Committee (CAC).

WHEREAS: The CAC shall be composed of seven (7) members, three (3) of whom shall serve as Officers (Chairperson, Vice Chairperson, Secretary) and four (4) of whom shall serve as Members. The Community Association General Manager (GM) and Lifestyle Director (LD) shall serve on the CAC in an advisory capacity and serve as a link between the Board and the CAC. CAC members must be Community Association Homeowners.

WHEREAS: CAC is responsible for serving in an advisory capacity to the Community Association Board of Directors ("Board") and Staff in matters pertaining to recreation facility policies and procedures, Charter Club application approvals, monitoring allocation of clubhouse usage, rental fees, equipment maintenance/replacement, and other issues that may impact Association Charter Clubs, Interest Groups and activities.

WHEREAS: Members shall serve three (3) year terms or until such time as their successors are appointed by the Board or earlier removed by a vote of the majority of the members. Members and Officers may serve up to two consecutive terms. Should any member resign or otherwise leave the committee, a notice shall be given to all residents that an opening exists and interested applications will be encouraged to submit a letter of interest. The CAC shall meet with prospective applicants and make a recommendation to the Board for a member to fill the open position. This member will serve the remainder of the vacated position term or the specified original member term if such term has expired. This remainder period of term shall not count as a full term in office and shall not affect eligibility to serve two consecutive terms. Officers will be elected annually at the first meeting of the year.

WHEREAS: Members shall be thoroughly familiar with the Club and Activities Committee Charter, the Declaration of Covenant, Conditions of Sun City Peachtree, the Community Association Rules and Regulations Manual, the Charter Club Operating Manual, the Interest Group Operating Manual, and other related Community Association documents.

AND BE IT FURTHER RESOLVED, that the Officer/Member duties will be defined as follows:

1. **CHAIRPERSON.** The Chairperson shall: (1) communicate with the Community Association Manager (CAM) and Lifestyle Director (LD) on all business matters relating to the CAC: (2) establish meeting dates, time and place; (3) prepare agenda, chair meetings, and approve draft minutes prior to distribution; (4) present a report on CAC activities at the Community Association Annual Meetings, and (5) other duties as determined by the Board.
2. **VICE CHAIRPERSON.** The Vice Chairperson shall: (1) maintain record of terms of office; (2) assist Secretary, as necessary; (3) in the absence of the Chairperson assume all such duties, and (4) perform other duties as determined by the Chairperson.
3. **SECRETARY.** The Secretary shall: (1) take minutes at all meetings and coordinate draft with members; (2) distribute minutes; (3) draft and coordinate with the Chairperson a synopsis of minutes for posting on the SCP website; (4) on a daily basis, review emails received at the CAC e-mail address, and process all suggestions, comments, requests, etc., received from residents and considered appropriate for the CAC, and (5) prepare correspondence, documents, forms, and minutes relating to CAC business, and retain copies of all such document for future reference.
4. **MEMBER.** Members shall actively attend and participate in meetings and perform such duties as determined by the Chairperson.

AND BE IT FURTHER RESOLVED. The CAC shall meet at least once quarterly but may meet more frequently as determined necessary by the Chairperson or Board. All meetings shall be announced to members in sufficient time to allow maximum attendance

AND BE IT FURTHER RESOLVED. A quorum shall be a majority of members attending the meeting, and a quorum is necessary for any vote requiring action or referral to the Board for action. The CAM and LD shall not vote.

AND BE IT FURTHER RESOLVED, specific duties and responsibilities of the CAC as follows:

1. Review and submit recommendations to the Board regarding Charter Club approvals and matters pertaining to Charter Clubs and Interest Groups.
2. Assist the LD with requests pertaining to meeting room usage for Community Association activities, Charter Clubs, Interest Groups, and equipment rentals for such usage.
3. Advise the LD on matters pertaining to charitable events/activities/advertising sponsored by Charter Clubs/Interest Groups.
4. Coordinate with the GM/LD on matters pertaining to recreation facility operations, equipment acquisition and use, and repair needs.
5. Promote and help to increase resident participation in community activities, Charter Clubs, Interest Groups and special events as requested by the LD.
6. Review annually and submit recommendations to the Board about the need for any changes to the Community Association Rules & Regulations related to Charter Clubs, Interest Groups and activities.
7. Assist the GM and LD in establishing and monitoring ad hoc committees for specific functions that they designate.
8. Maintain effective communication and personal interaction with the residents on all activities related to CAC business via emails, web posting, published minutes, articles in *The Community Buzz*, etc.
9. Work in conjunction with the Communications Committee to conduct polls or surveys with residents to assess special needs, interest, or to determine the appropriateness of implementing a new activity or program or modifying the operation of an existing activity or program.
10. Provide oversight and guidance to CAC subcommittees, and other special projects and programs created for the benefit and enhancement of the Sun City Peachtree (SCP) community.
11. Communicate with LD on all matters pertaining to Charter Clubs and Interest Groups, their charters, and particularly ways to improve SCP resident's lifestyles.
12. CAC members will represent the entire SCP community and continually seek ways to improve their lifestyle.

AND BE IT FURTHER RESOLVED, The Board, or upon a recommendation of the CAC, may amend or change CAC Duties and Responsibilities as necessary.

The undersigned, by affixing their signatures hereto, do hereby consent to, authorize and approve the foregoing resolution in their capacity as all of the directors of the Association, as of this ____ day of _____
_____.

President

Vice President

Treasurer

Secretary