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Hidden Trails Social Committee Charter

By affirmative vote, the Board of Directors of Hidden Trails Community Association, Inc. ("HTCA"), hereby adopt the following resolution as an official action of the Board of Directors ("Board") of HTCA, and hereby direct that this action be filed with the minutes of the proceedings of the Board of HTCA:

WHEREAS, *Article VIII* of the Bylaws of HTCA provides that the Board may establish such committees as it deems appropriate to perform such tasks and functions as the Board may designate by resolution; and

WHEREAS, the Board finds there is interest in a Social Committee ("Committee") for the purpose of acting as a recommending body and providing support to the Board on matters which preserve, enhance or maintain the living experience for members of HTCA;

NOW, THEREFORE, BE IT RESOLVED THAT the Board establishes the Committee in accordance with the following:

Statement of Intent

The purpose of this Committee is to enhance the living experience for HTCA members by contributing to the planning of an annual calendar of community programs, events and activities; and acting as an organized volunteer force to produce and facilitate these programs, events and activities.

Membership

Membership on the Committee shall be limited to HTCA members who are in good standing (no more than 30 days delinquent in the payment of assessments). Members wishing to serve on the Committee will be asked to complete an Application for Committee Volunteer for review by the Board. The Board appoints the Committee members for one (1) year terms. A member may be removed from the Committee at any time by a majority vote of the Board. If a vacancy occurs, the Board may appoint a new member to fill the unexpired term of the member position. Committee membership is set at a maximum of eleven (11) members, and a minimum of three (3) members.

Committee Authorization and Responsibility

The Committee is to communicate any recommendations to the Board via the Lifestyle Director (defined below). As such, the Lifestyle Director shall supervise, coordinate, and have general control over the affairs of the Committee, and shall preside at all meetings of the Committee. The responsibilities of the Committee include, but are not limited to:

- Work together in a cooperative and open manner to complete the objectives of the Committee.
- Assist the management team in development, planning, promotion and implementation of special events and activities planned for all Members of the Association.
- Support the management team with the solicitation of sponsors for upcoming special events and activities.

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- Volunteer, and solicit additional support from residents who wish to serve as volunteers at special events.
- Assist the management team in identifying event suggestions through resident feedback.
- Meet quarterly, or as needed, to review and discuss Committee responsibilities and make any necessary recommendations to the Lifestyle Director, who will report to the Board.
- Provide a written record (minutes) of meeting discussions to be reported to the Board.
- Members of the Committee are expected to attend not less than 75% of all Committee meetings within a 12-month period. Committee members who miss 25% or more of the meetings are considered to have submitted a request to resign their position on the Committee. The Lifestyle Director can make exceptions to the attendance requirement for serious illness or other good cause and upon notice of such absence in advance of the meeting date.

Committee Organization

All Committee members will have voting rights on topics requiring a vote within the Committee meetings.

Lifestyle Director: The Lifestyle Director will be appointed by the Board and is responsible for ensuring that members act within the scope of the Committee's charter and remain focused on the Committee's responsibilities. At the sole discretion of the Lifestyle Director, one or more of the responsibilities may be delegated to the committee Chairperson.

Duties include but not limited to the following:

- Prepare and coordinate meeting agendas and meeting packet
- Ensure matters are dealt with in an orderly and efficient manner
- Bring impartiality and objectivity to meetings and decision making
- Ensure follow up on action items
- Prepare Committee reports for the Board of Directors

Chairperson: The Chairperson will be elected by the Committee members to serve a one-year term. The position will preside over Committee meetings in the absence of the Lifestyle Director and will appropriately communicate any issues to the Lifestyle Director or, if not available, the Community Manager. Upon completion of one year, the Chairperson may run for re-election for any of the Committee positions.

Secretary: The Secretary will be elected by the Committee members to serve a one-year term. The Secretary shall take minutes of the Committee's meeting to be emailed to the Lifestyle Director no later than 2 weeks after the meeting.

Meetings

A quorum is necessary to conduct business during the Committee meeting. The Committee shall meet quarterly, or as necessary to fulfill their assigned duties. Regularly scheduled Committee meetings shall be closed to non-Committee members, unless otherwise announced to all members of the HTCA.

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Restricted Functions

The Committee does not have the authority to give directions and or instructions to contractors, management or employees and will not communicate or represent the HTCA's or Committee's business or political interests or positions to other persons outside the Association, or seek bids or make contracts for services or any other matters without explicit written instructions from the Board.

Ethics

When serving in their official capacity, Committee members shall observe the following standards:

Duty: Committee members shall act in the best interest of the HTCA and its members, even if the best outcome for the Hidden Trails Community as a whole would be detrimental to the Committee member personally. Once a vote is taken, Committee members shall support the majority position of the Committee.

Conflict of Interest: Committee members shall disclose any real or perceived conflict of interest and refrain from actively participating in the discussion of, or voting on any issue which has an effect on them, their immediate family, and their business interests, distinct from its effect on HTCA in general.

Personal Benefit**:** Committee members shall not obtain goods, services, or other consideration from the Association that is not generally available to other residents of HTCA.

Gifts: Committee members shall refrain from accepting gifts from residents, contractors, businesses, or other individuals, as consideration, for work to their service on a Committee.

The Board of Directors may dissolve the Committee and/or revoke, modify, reduce, expand or supplement the duties of the Committee.

Establishment of the Committee is approved by the Board of Directors, effective as of_**March_ _23_, 2021**.

DocuSigned by:
Richard Mott
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3/8/2023

Richard Mott, Director of **Date**

Hidden Trails Community Association, Inc.

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Josh Scates
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3/8/2023

Josh Scates, Director of **Date**

Hidden Trails Community Association, Inc.

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Clifton Karam
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3/8/2023

Clifton Karam, Director of **Date**

Hidden Trails Community Association, Inc.