

Sunscape Estates R.V. Park Cooperative

Guidelines for Establishment of Committees Reporting to the Board of Directors

Adopted by the Board of Directors February 10, 1998

Revised January 12, 2010

Revised April 11, 2017

Revised March 30, 2021

The primary purpose for the adoption of these guidelines has been to provide members a communication vehicle from committee to the Board of Directors (BOD). These guidelines are subject to change by the BOD.

The committee meetings which are held monthly, or more often, if necessary, will provide a forum for members to express concerns, questions, suggestions, and recommendations or other matters pertinent to the committee and to good management of the Park.

Section 1 General:

Each committee is charged with the following primary responsibilities:

1. At committee meetings each committee member should **listen** to and **respond** to other members' input.
2. In the event that Cooperative funds will be required to implement committee project(s), the committee will conduct feasibility studies to include estimate costs, permits (if required), recommended start and completion dates, and any other important factors related to the project.
3. Each committee will develop a budget to be reviewed by the appropriate Manager and then submit to the Finance Committee for consideration and/or recommendation to the BOD for approval.
4. The Committee Chair, Vice-chair or designee will attend BOD meetings to present a monthly report.
5. Meeting minutes will be kept in accordance with the "Meeting Management Policy". They should be written up ASAP after the meeting, sent to the committee for corrections and posted on the appropriate Bulletin Board and the Website as "Unapproved" three (3) days after distribution, then "approved" at the next committee meeting.
6. The committee will consist of no more than thirteen (13) voting members, including the Chair, who are shareholders in good standing with the Park. Renters are encouraged to participate in a non-voting capacity. Shareholders who express an interest in a committee and its functions are encouraged to join the committee. Committee Chairs are encouraged to seek shareholders who express an interest in serving on the committee. The committee will elect a Chair, Vice-chair, and Secretary and a Roster will be submitted to the BOD reflecting these positions and the committee membership.

7. The committee will meet on a date selected by the committee. Meeting dates will be a certain day of the week of the month selected not to conflict with any other committee meeting dates.
8. A board member will be present at each meeting to act as liaison between the BOD. The board member will convey board interests to the committee and convey committee questions and concerns to the BOD.
9. Due to the seasonal nature of the park occupancy, there may be a time when there is an insufficient number of committee members available in the park to constitute a quorum. Electronic communication will be deemed acceptable.
10. Committees may, with Board approval, delegate certain responsibilities to the Park Manager.
11. Shareholders may be voting members of more than one committee.
12. Committee members are to exercise reasonable care in deliberations act in good faith, and exercise discretion in committee duties. Respect for the Park documents and the committee Charter are to be adhered to. If, in the view of the Committee, there are disruptive efforts made by a committee member(s), the committee should address the issue and if there can be no resolve, the issue will be referred to the BOD.

The following committees have been established by the BOD. Additional committees may be established as considered necessary.

1. Activity
2. Administrative Support
3. Ambassadors
4. Architectural
5. Audit
6. Communication
7. Elections
8. Emergency Response
9. Finance
10. Long Range Planning & Property
11. Park Party
12. Safety
13. Ad Hoc for specific concerns

Section 2 Committee Responsibilities:

Committee Charters outline responsibilities, are updated periodically and are approved by the BOD.

Section 3 Committee Structure:

Chair

Elected by committee

Exceptions: Finance committee Chair is appointed by the BOD; the Architecture committee Chair is to be a BOD member.

Conducts meetings

Vice Chair

Elected by the committee

Serves as Chair in the absence of the Chair

Secretary

Elected by the committee

Calls/takes roll

Records minutes in accordance with the "Meeting Management Policy"

Prepares the agenda in consultation with the Chair prior to the meeting. Committee members having items to be included in the agenda should submit them to the secretary no later than (1) week prior to the meeting.

Election of officers will be recorded in the minutes of the meeting when the election took place and submitted to the BOD.

Approved by:



Vern Beckstead, President

Date: March 30, 2021