

**LVE II HOMEOWNERS ASSOCIATION, INC.  
ADMINISTRATIVE RESOLUTION NO. AR 23-01**

**Social Events Committee Charter**

**WHEREAS**, Section 7.14 of the LVE II Homeowners Association Inc.'s Bylaws provides that the Board of Directors (the Board) shall have and exercise all power and duties necessary for the proper administration of the affairs of the Association; and

**WHEREAS**, the Board recognizes that a positive social program is important to the members of the Association; and

**WHEREAS**, the Board desires to establish a standing committee of residents to assist in the planning and execution of the Association's social events.

**NOW, THEREFORE, BE IT RESOLVED, THAT** a Social Events Committee is established , having the following powers, duties, and procedures.

**I. Committee Organization**

**A. Membership.** The committee shall consist of a maximum of five (5) and a minimum of three (3) residents in good standing who shall be appointed by the Board. Residents who desire to serve on this committee must submit a written request to the Board via the Management Agent no later than 30 days before the Association's Annual meeting, A request for candidates will be announced through the newsletter and the Association's website.

**B. Terms and Appointments.** Upon initial establishment of the committee and charter, two (2) appointed members shall serve a one (1) year term, and the remaining three (3) appointed members shall serve a two (2) year term. Thereafter, all appointed members shall serve a two (2) year term. Terms and appointments start at the first meeting of the Board of Directors after the Annual Meeting of the Association. 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.

**C. Committee Chairman.** The committee shall elect a chairman from its members at the committees first meeting after the Association's Annual meeting. The chairman shall serve a one year term and preside over meetings. The Chair shall provide the Board with meeting minutes, serve as the liaison to the Board, and serve as the liaison to the managing agent on all social functions.

**D. Member Removal.** The Board may remove any committee member with or without cause upon three (3) days written notice, and a committee member may be removed by the Board upon written notice from the committee chairperson for failure to attend three consecutive committee meetings.

**E. Meetings.**

- 1. Regular Meetings.** The Committee shall make every effort to meet monthly and publish an annual calendar of meetings. All meetings shall be open to residents and should be held at a clubhouse meeting room. Monthly meeting dates should be the same day and time of each month (i.e., the third Wednesday at 6:00 pm).
- 2. Special Meetings.** As a scheduled social event approaches, the Chairperson may call a special meeting of the committee with one day notice, to ensure event coordination is achieved. The normal 3 day advanced notice of a special meeting is deemed waived for event planning and

coordinating purposes.

**F. Quorum.** A quorum of members must be present to convene a meeting or conduct business. A quorum shall be present if the majority of the current committee members are present at any regularly scheduled or special committee meeting. If the committee is unable to achieve a quorum at a meeting, the Committee chair may reschedule the meeting; or adjourn the meeting to the next regularly scheduled meeting date.

## **II. Responsibilities and Duties**

**A. Responsibilities.** The Social Events Committee shall be responsible for planning, organizing, directing, and working at all LV II HOA social events. There are approximately 10 events scheduled throughout the year.

**B. Duties.** The Committee shall:

1. Coordinate with the staff in the planning of all events.
2. Ensure that Association funds are properly disbursed and controlled for each event.
3. Ensure that event expenditures do not exceed that budgeted by the Board. Note: No person, other than the on-site manager, may commit or obligate the Association to any expenditure.
4. Ensure that following the event, all unexpended funds are returned to the Association along with a receipt for every expenditure.
5. For each event, a written inventory must be turned in of all items which are not consumed, sold, or used.
6. Ensure that no damage is done to the physical facilities of the HOA, during the conduct of an event. Should such damage be done, the Chair will document the damage and report it to HOA management.
7. Upon completion of each event, the committee chairman or a committee member appointed by the chairmen, shall attend the next Board meeting to brief the Board on the event and issues that may need Board resolution.
8. The committee shall review all planned annual events and recommend to the Board any proposed changes to the Board at the Board's January meeting,
9. The committee may seek external sponsorship for events to enhance the quality of the event and to offset cost.

**III. Effective Date.** This Resolution is effective March 7, 2023.

**LVE II**

**HOMEOWNERS ASSOCIATION, INC.**

Date: March 7, 2023

  
Shashidhar Koukuntla, President

I hereby certify that a vote was duly taken, and the above Resolution was adopted by a majority vote at the meeting of the Board of Directors on the 7th day of March 2023.

SEAL

  
Sreenivas Bhaskara, Secretary