

**DEL WEBB ORLANDO
HOMEOWNERS ASSOCIATION, INC.
Chartered Club Advisory Committee Charter**

WHEREAS, the By-laws of the Del Webb Orlando Homeowners Association, Inc. ("Association"), empowers the Board of Directors "Board") to appoint Committees of the Board. In July, 2015, the Board established the Chartered Club Advisory Committee (CCAC): and

WHEREAS, the Board desires to appoint a Chartered Club Advisory Committee - ("Committee") to gain a detailed understanding of the Association's administration and operational procedures pertaining to the community's chartered clubs and special interest groups; and,

NOW, THEREFORE BE IT RESOLVED that a Chartered Club Advisory Committee be established and serve in an advisory capacity to the Board and reports directly to the Board and in the manner as set forth and prescribed in Chapter 720 Florida Statutes, as amended from time to time.

AND BE IT FURTHER RESOLVED, that the Committee's existence is that of a standing committee but shall come to an end upon the direction of the Board if and when the Association has no further tasks for the Committee. Committee members shall serve at the pleasure of the Board.

Mission Statement

The Chartered Club Advisory Committee (CCAC) serves in an advisory capacity to the Board of Directors (BOD), and works with the Lifestyle (LS) Director and Community Association Manager (CAM). Members of the CCAC shall be appointed and shall serve at the discretion of the BOD.

For the benefit of the community, and with the goal of maintaining and improving the activities of Chartered Clubs and Special Interest Groups, the Committee supports the establishment of new Chartered Clubs and Special Interest Groups, provides oversight ensuring clubs observe rules and guidelines, provides guidance and support to club officers, provides conflict resolution within and between clubs, and evaluates club requests for action.

In addition, the CCAC may be empowered to act on other club and group matters as deemed necessary by the BOD.

AND BE IT FURTHER RESOLVED that the number of Members on the Committee ("Committee Member") shall be 3, 5, or 7 and 1 alternate if desired, and shall consist solely of Del Webb Orlando Homeowners Association, Inc., Homeowners [owners of record only are eligible to serve]. All Committee Members are regular voting members. The alternate does not vote unless a regular member is absent and the alternate attended the hearing.

AND BE IT FURTHER RESOLVED that the Board shall appoint all Committee Members. No individual may serve on the Committee unless they have been appointed to the Committee by the Board. In addition, the Board imposes the following expectations of Committee members:

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1. All Committee Members shall be Owners in good standing, may not have any open violations where more than a friendly reminder notice exists and shall be current in all of the Lot/Unit owner's financial obligations to the Association; and,
2. Committee Members may not be Officers, Directors or Employees of the Association; and,
3. Only one (1) Owner per Lot may serve on the Committee at any given time. If Owner and Owner's spouse or immediate family member own more than One (1) Lot within the Del Webb Orlando Homeowners Association, then there is no prohibition; and,
4. A co-Owner of a Lot where an Owner serves as a Board Member for the Del Webb Orlando Homeowners Association, Inc., may not serve on this Committee; and,
5. The Committee may recommend new Committee Member(s) to the Board by a majority of vote of the Committee Members. The Board is not obligated to appoint the Committee's recommended new Committee Member(s); and,
6. Any Committee Member may resign at the Committee Member's sole discretion at any time in writing, and any Committee Member may be recommended for removal from the Committee by the Board by an affirmative vote of the Committee; and,
7. The Board may remove a Committee Member with or without cause. The Committee will recommend removal of a Committee Member for non-participation or non-attendance. Non-attendance is defined as follows: missing two (2) consecutive Committee meetings resulting in a warning from the chairperson ("Chair"); missing three (3) consecutive meetings is grounds for the Chair to recommend removal from the Committee to the Board.

AND BE IT FURTHER RESOLVED that Committee Members shall not be entitled to, nor paid any fee for his/her services.

AND BE IT FURTHER RESOLVED that the Members of the Committee shall serve in an advisory capacity to the Board in the manner as set forth and prescribed in Chapter 720 Florida Statutes, as amended from time to time. The Committee is not authorized to take action independent of the Board unless the action is specifically assigned by the Board or by law, such as making findings of fact and recommendations after a hearing;

Committee Terms of Service

AND BE IT FURTHER RESOLVED that the terms of the Committee Members will expire when the Board has no further tasks for the Committee.

AND BE IT FURTHER RESOLVED that the Board may appoint another person as soon as practicable to fill any Committee Member vacancy; said Committee Member's service will fulfill the vacated seat.

Committee Meetings

AND BE IT FURTHER RESOLVED that the Committee Members shall receive at least two (2) business days' notice of the time and place of all Committee meetings. Such notice may be in person, by telephone, by

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e-mail or by mail, and a quorum for such a meeting and the transaction of business shall consist of a majority of the Committee Members unless otherwise noted in this Charter or subsequent resolution by the Board.

AND BE IT FURTHER RESOLVED that every action, decision, or recommendation done or made by the Committee at a duly noticed meeting at which a quorum of the Committee is present shall be regarded as an action of the Committee. No Committee Member of the Committee may sign a power-of-attorney or proxy to another Committee Member, or non-Committee Member, to participate, act on behalf or vote on behalf of the Committee Member in any meeting of the committee.

AND BE IT FURTHER RESOLVED that the Committee shall maintain written minutes and attendance records for all meetings. All actions (or decisions) of the Committee shall be recorded in meeting minutes and by statute.

AND BE IT FURTHER RESOLVED that the Committee shall conduct its business in the best interest of the Association.

The undersigned, by affixing their signatures hereto, do hereby consent to, authorize, and approve of the foregoing resolution in their capacity as all the directors of the Association, as of this October 9, 2020.



Joanne Markiewicz – BOD President
(10/9/2020)



Frank Ritchie – Board Member Liaison

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Chartered Club Advisory Committee
Addendum to Charter – Processes to Achieve Mission Statement

1. Supports establishment of new Charter Clubs
 - a. Reviews new charter application.
 - b. Provides guidance through the 6-month trial period
 - c. Approves new charter applications.
2. Provides Oversight
 - a. Monitors club operations for adherence to rules and regulations
 - b. Monitors club performance to ensure it continues to meet the criteria for charter status
3. Provides Guidance and Support for Club Officers.
 - a. Meets with and maintain positive relationships with club officers to assist with any issues
 - b. Conducts annual officer meetings to provide updated processes and requirements
 - c. Provides training for new officers to complete required attendance and financial reporting forms
 - d. Conducts open committee meetings to allow open and transparent interaction
 - e. Maintains and updates the Charter Club Operating Manual and other documentation as needed
4. Provides Conflict Resolution
 - a. Addresses concerns or complaints of inappropriate behavior or discord within or between clubs
 - b. Attempts to resolve issues via a one-on-one interaction between clubs, or
 - c. Facilitates a meeting to arbitrate an equitable solution, or
 - d. Holds a formal hearing per defined process
5. Evaluates Club Requests for Action
 - a. Administer the Club Request for Executive Action Process
 - b. Review request and determine additional steps of evaluation
 - c. Reject request or make recommendation for approval by management or board.
 - d. Submit for further action or decision