

LAKE ROYALE AMENITIES COMMITTEE CHARTER

Be it resolved that a Charter be developed for the standing Amenities Committee (AC) at Lake Royale. This Charter will define the Purpose, Organizational Structure, Membership Requirements, Meeting Dates, Authorities and Responsibilities.

PURPOSE: The purpose of AC is to improve and recommend amenities to the Board of Directors that enhance the lifestyles of the residents. Creating open spaces for families to bond and increase a sense of well-being.

ORGANIZATION: The AC will have a maximum of 10 property owners in good standing. A quorum will exist when 50% of the members are in attendance. The AC will select a Chairperson, a Vice-Chairperson and a Secretary from the AC membership. The officers of the AC will serve for 1 year.

1. The duties of the Chairperson:
 - a. Shall determine the time and place for the meeting.
 - b. Act as liaison between the AC and the BOD.
 - c. Conduct the meeting in accordance with the Roberts rules of order and any directions from the BOD.
2. The duties of the Vice-Chairperson:
 - a. Conduct the AC meeting in the absence of the Chairperson.
 - b. Make recommendations to the Chairperson of any policy or procedures that may need BOD considerations. For instance, permits or surveys for new amenities to be placed.
3. The duties of the Secretary:
 - a. Responsible for all minutes and records of the meetings.
4. New member applications and requirements.
 - a. Applications for membership to the AC must first attend 3 consecutive AC meetings before being eligible for membership.
 - b. At the applicants third meeting, the AC membership will be voted on acceptance to the AC. If approved, the applicant will be presented to the BOD at their next scheduled meeting for final approval. With the BOD approval, the applicant is now an AC member.
5. AC members duties and responsibilities:

- a. Attend scheduled meetings and conduct themselves in a businesslike manner.
- b. Notify the Chairperson 24 hours in advance if unable to attend the scheduled meeting.
- c. Participate in events and volunteer on projects from start to finish. Present an amenities project such as improving putt putt golf area or adding new picnic tables around the lake.

MEETINGS: The AC meetings will be held on the 2nd Monday of each month and have open meetings. At the end of each meeting, property owners may present their ideas or concerns to the AC for consideration.

CONFIDENTIALITY: All AC members will be required to sign a statement of confidentiality to not disclose any information from or about the committee's deliberations. Any breach of confidentiality will result in being referred to the BOD for its consideration.