

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF BROADLANDS ASSOCIATION, INC.  
(Events Committee Charter)**

**WHEREAS**, the Declaration for Broadlands Association, Inc. (the “Declaration”), the Articles of Incorporation for Broadlands Association, Inc. (the “Articles”), the Bylaws for Broadlands Association, Inc. (the “Bylaws”), collectively known as the Governing Documents, provide that the Lots are subject to the Governing Documents of Broadlands Association, Inc. (the “Association”); and

**WHEREAS**, Article 7, Section 7.2 of the Bylaws establishes that the Board of Directors may create such other committees as the Board may deem appropriate in the administration of the affairs of the Association;

**WHEREAS**, Article 7, Section 7.2 of the Bylaws further states that such Committees may have the powers and duties fixed by resolution of the Board;

**WHEREAS**, the Virginia Property Owners Association Act, Title 55, Sections 55-508 et seq., (“POAA”) outlines certain requirements and restrictions concerning the operation of the Board and Board appointed Committees; and

**WHEREAS**, the Board deems it necessary and desirable to establish a uniform set of operating rules and procedures for the conduct of Committee business to supplement the Declaration, Articles, and By-Laws (“Association Documents”) and the POAA.

**THEREFORE**, it is hereby RESOLVED THAT the following committee charter, collectively entitled Events Committee Charter, is hereby adopted.

**I. Purpose**

- A. The primary purpose of the Events Committee is to host an array of community wide events for adults, families, teens, and children alike, thereby enhancing the interactions of residents by providing social opportunities for residents of all ages in a cost-effective, efficient manner. Additionally, it is to advise and make recommendations to the Board of Directors on matters pertaining to the type of social activities to be held for the benefit and participation of the members, the promotion of social activities, and the evaluation of social activities.

**II. Appointment and Terms.**

- A. The Events Committee shall consist of at least three members.
- B. Members shall elect a Committee Chair at the beginning of each calendar year. The Chair may be removed from their position by a majority vote of the Committee members present at meeting of the Committee at which quorum is present.

- C. Members may be volunteers or appointed by the Committee Chair or the Board of Directors.
- D. Members will serve the committee at will.
- E. The Board of Directors may remove any Committee member, including the Chair at any time.
- F. Due to the nature of social events, additional volunteers may be recruited to assist with the implementation of social events on an ad hoc basis, at the sole discretion of the Chair. Volunteers shall not have voting rights within the Committee and their presence at a Committee meeting shall not be counted toward quorum.
- G. A representative of the staff will act as the committee liaison, but shall not vote on Committee actions. The staff liaison will also prepare the meeting minutes, monthly board reports, and distribute the meeting agenda and meeting materials.
- H. The Association shall invite interested committee candidates to express their desire to serve on the Committee. Recruitment of candidates may be done through the newsletter, word of mouth, announcement at the annual meeting, or by any other means deemed appropriate by the Board.

### **III. Powers and Responsibilities.**

- A. No Committee or Sub-Committee nor any of its members are authorized to obligate the Association in any financial or legal matter (including, but not limited to, contracting for services, borrowing money, purchasing equipment and supplies, or approving owner or third party requests) on behalf of the Association.
- B. The Committee shall provide an annual budget request to the Board to fund committee expenses. The budget request shall include all projected income and expenses. The Board will consider the committee request as part of approval of the annual operating budget for the Association. Budget requests must be submitted in writing no later than September 1 of each year, or other such date as determined by the General Manager.
- C. The Events Committee is responsible for bringing all proposed contracts to the Liaison, General Manager, or the Board for approval. Committee members may not enter into contracts on behalf of the Association.
- D. The Committee shall review owner and/or resident requests and identify and define needs, tasks and potential projects within the above listed areas of responsibility
- E. Work with liaison to draft RFPs, solicit proposals, evaluate proposals, and recommend selection for contracts under committee responsibility.
- F. No member of the Committee shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Committee. Each individual shall disclose to management, the Committee, and the Board of Directors any personal interest which he or she may have in any matter pending before the Committee and shall refrain from participation in any decision on such matter.
- G. If reimbursement is requested, receipts and a check request shall be turned into the liaison within 10 days of the close of the event.

- H. If alcohol is served, members of the committee are not permitted to retain possession of any leftover alcohol, per Virginia ABC law. HOA designated staff must retain possession of any unused alcohol, including any open containers. Violation of this rule constitute an infraction of ABC law and threaten the associations' future ability to obtain ABC licenses.
- I. Committee members shall secure volunteers to set up and clean up for all events they plan.

#### **IV. Eligibility**

- A. Events Committee members shall be members in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with Broadlands Association, Inc. ("Association").

#### **V. Meetings**

- A. Committee meetings shall be held in a recognized meeting place of the Association such as the Clubhouse, Community Center, or Nature Center. All Committee meetings shall be open to the Association membership. The Committee Chair and liaison shall ensure that all meeting dates are listed in the newsletter, website, or publicized through any other means of posting that the Board deems appropriate.
- B. If it is necessary for the Committee to reschedule or cancel a meeting, the Chair or liaison shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings.
- C. Minutes shall be taken of each Committee meeting. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of Committee member attendance and all votes of the Committee.
- D. In the interest of ensuring strong communications between the Board of Directors and the Committee, the Committee is encouraged to present recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.
- E. The Committee is expected to maintain regular communications with the Board of Directors and with the liaison or General Manager.
- F. It is expected that the Committee will provide accurate and timely information about its activities for publication in the newsletter and other communication vehicles of the Association. It is the responsibility of the Committee to ensure that this information is updated on a regular basis.