

**RounTrey Community Association, Inc.
Advisory Committee Charter**

COMMITTEE PURPOSE:

To advise the Board on any and all matters impacting the RounTrey Community Association (“Association”).

COMMITTEE RESPONSIBILITIES:

- Assist the Board of Directors in the daily operation and management of the Association.
- Delegate functions to subcommittees as appropriate. Such committees may include but are not limited to – Finance Committee, Clubhouse Committee, Pool Committee, Grounds Committee, Social Committee, Modifications Committee.
- Ensure the Advisory Committee and its subcommittees operate in compliance with the Association’s documents and applicable rules and regulations.

AUTHORITY:

The Advisory Committee serves at the discretion of the Board of Directors. The Board of Directors may delegate any or all the authorities vested in the Board, by the Association’s governing documents, to the Advisory Committee, and these authorities may change at any time in accordance with the desires of the Board. The Advisory Committee is not authorized to financially or legally obligate the Association in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment and supplies, or approve requests on behalf of the Board).

COMPOSITION:

The Advisory Committee shall consist of at least five (5) and no more than seven (7) homeowners from RounTrey, all of whom shall be members of the Association. The Committee Chairperson shall be appointed by the Board of Directors. Members may either be appointed by the Board, or the Board may delegate its authority to appoint the members to the Committee Chairperson. A majority of Advisory Committee members shall be present to constitute a quorum and a majority of those present must vote in favor of a proposed action or recommendation for it to carry forward for review by the Board of Directors.

TERM:

The term of Advisory Committee members shall be one (1) year, from one Annual Meeting to the proceeding Annual Meeting. Committee members may serve consecutive terms if approved by the Board of Directors. The Board of Directors may choose to keep three (3) members for a term of two (2) years to prevent a whole committee turnover.

Advisory Committee members may be removed without cause by either: 1) the missing of three (3) called meetings; 2) by an affirmative vote of a majority of Advisory Committee members at a meeting duly called for such purpose; or 3) by the Board of Directors. Any vacancy created on the Advisory Committee may be appointed by the majority vote of the Advisory Committee to fill the unexpired term with Board of Directors approval.

Within ten (10) days after the Annual Meeting, there shall be an organizational meeting of the Advisory Committee at which time the members with expired terms shall resign and the newly appointed members shall assume their Committee position.

REPORTING:

The Committee shall frequently and fully report its activities to the Board of Directors through its Chairperson. Such reporting shall at least be quarterly prior to the scheduled meetings of the Board of Directors. Immediate communications with the Board shall be required for all items of an emergency nature or those, which may involve threat to life, health or property, or may otherwise involve potential litigation.