

**BRICKHOPE PLANTATION
HOMEOWNERS ASSOCIATION, INC.**

**COMMITTEE CHARTER
RESOLUTION 10-01**

WHEREAS, Article VIII of the Bylaws of the Association authorize the Board of Directors to establish such committees as deemed appropriate in carrying out its purpose; and

WHEREAS, Article XII, Sub-section 12.2, of the Declaration of Restrictions and Covenants states that assessments levied by the Association shall be used for proper maintenance, replacement, repair and management of the Common Responsibility and, in particular, for operation of the Master Association and fulfilling its obligations under the Declaration and all documents and agreements executed in connection herewith; and

WHEREAS, the Board of Directors has determined that the best interest of the membership would be served by the establishments of charters for all Committees for the purpose of providing direction and functioning roles to volunteers; and

WHEREAS, the Committees shall perform their duties in accordance with Board Resolution 10-02, Committees Policy Resolution, until resolved otherwise by the Board of the Directors.

NOW AND THEREFORE, LET IT BE RESOLVED, by the Board of Directors that the following Committee Charters, dated _____, 2010, be adopted: 1. Advisory Committee, Adopted and made a part via email approval by the Board of Directors _____, 2010.

ADVISORY COMMITTEE: The President of the Board of Directors shall appoint a Chairperson and appoint members to the committee. Procedures to be followed are: 1) The Advisory Committee shall be advisory to the Board of Directors on governing issues affecting the maintenance of Common Areas for the Association and recommend appropriate changes and modifications as needed; 2) The Advisory Committee will review the Rules and Regulations for the Association and recommend appropriate changes and modifications as needed; 3) The Advisory Committee shall have no power or authority to act on behalf of the Board of Directors of the Association; 4) The Advisory Committee shall keep minutes of all meetings; 5) The Advisory Committee will submit a written report of its recommendations and announcements to the Board of Directors prior to each regular meeting of the Board of Directors.

COMMITTEE POLICY RESOLUTION 10-02

WHEREAS, Article VIII of the Bylaws of the Association authorize the Board of Directors to establish such committees as necessary; and

WHEREAS, the Board of Directors has determined that the best interest of the membership would be served by the establishments of policies for all Committees for the purpose of providing structure and continuity for the Committees to perform their duties.

NOW AND THEREFORE, LET IT BE RESOLVED, by the Board of Directors that the following Committee Policies, dated _____, 2010 be adopted;: Adopted and made a part via email approval by the Board of Directors _____, 2010.

COMMITTEE POLICY The Brickhope Plantation Board of Directors may create committees as it deems necessary, to advise and assist the Board in carrying out its responsibilities. All committees so designated shall be created by action of a majority of the directors present at a meeting at which a quorum is present.

Definitions: 1. Association shall refer to the Brickhope Plantation Master Community Association, Inc. 2. The Annual Year, with respect to committees, shall be defined as January 1 to December 31 of the subsequent year, coinciding with the annual election of the Board of Directors.

I. Committee Membership and Structure

1. The Board of Directors shall have the authority to convene, dissolve, determine membership of, and revise charters of any committee, for whatever reason and at any time the Board shall deem appropriate, and consistent with requirements in the Association Bylaws; 2. Unless the Association's Bylaws or policies specify the committee chairperson, or the Board of Directors has specifically appointed the chairperson, each committee shall, at its first meeting of each annual year, elect a chairperson from among its members. The Board of Directors shall be kept informed of the chairperson for each committee; 3. No committee shall consist of fewer than three members or more than seven members; 4. Committee membership shall be voluntary and without term until such a time that a committee comprises seven members (or its charter-defined maximum); 5. Once any committee comprises seven members, term and appointments shall be imposed as follows: A. Unless otherwise stated in the committee's charter a full-term appointment shall be for two (2) years; terms shall be staggered such that approximately one-half of the committee's appointments expire at the end of each Annual Year; B. Committee members shall be limited to not more than four consecutive years' membership; C. A committee vacancy may only be filled by act of the Board of Directors. Nominations from the committee will be considered, but the Board shall appoint the candidate it deems most qualified; 6. The appointment of a Board liaison or

Director to any committee shall be that of a non-voting member; 7. The appointment of a Director to any committee shall terminate coincident the individual's term as Director.

II. Qualifications of Members:

1. Members shall be property owners and shall be members in good standing of the association throughout the terms of their appointments; 2. If term and appointment criteria apply to a given committee (see 1. Committee Membership & Structure section 5) and unless otherwise stated in a committee's charter, three consecutive absences of a member from the scheduled meetings of the committee may result in termination of the appointment of the committee member. The committee chairperson shall notify the Board of such an instance, and may at the same time recommend another member for appointment to fill the unexpired term.

III. Committee Duties & Responsibilities

1. The composition, role, and scope of the duties and responsibilities of each committee shall be clearly delineated in the committee's charter; 2. No committee, or any of its members, shall undertake to deal with any outside agency on behalf of the Association, or represent itself to any outside agency as operating on behalf of the Association, without the express approval of the Board of Directors.

IV. Committee Meetings

1. Members of any committee shall act only as a committee. The individual members shall have no power or authority to act for the committee; 2. Unless otherwise stated in the Association's Bylaws or in a committee's charter, a majority of the number of members of a committee shall constitute a quorum of the committee. No business shall be conducted by any committee unless a quorum is present. No proxy voting shall be permitted; 3. All committee meetings shall be open to all property owners, with the exception of closed meetings. Notices of meetings shall include dates, times and locations, and shall be furnished to the Association's Board Secretary and Property Manager for publication in appropriate media. Notice of cancellation shall be furnished in like manner.

V. Conflict of Interest

1. No member of a committee shall participate in a decision or discussion before the committee which involves his/her family or business, or who otherwise has a real or potential conflict of interest. Any such member shall immediately disclose any real or potential conflict of interest relative to the decision, and shall disqualify himself/herself prior to any consideration of the matter before the committee.

VI. Minutes of Meetings

1. Properly recorded minutes shall be kept of each committee meeting, and shall reflect accurately all actions taken by the committee. The minutes shall include the date, time and location of the meeting, and the committee members present and absent; 2. Copies of all meeting minutes shall be provided to the Association's Board Secretary or Property Manager for inclusion in Brickhope Plantation Homeowners Association, Inc., member files and/or publication on the Association website.