

**PORTOLA SPRINGS COMMUNITY ASSOCIATION
ACTIVITIES COMMITTEE CHARTER**

WHEREAS, the Board of Directors believes that it is in the Association's best interest to utilize the efforts of volunteer members to assist in the planning and conducting of activities within the community.

IT IS THEREFORE RESOLVED, that the Board of Directors of the Association hereby establishes the Portola Springs Activities Committee ("AC") pursuant to this Charter as follows:

1. Purpose. The purpose of the AC shall be to plan and conduct Activities within the Association, with all activities to be sent to Management for review and consideration by the Board of Directors.
2. Number of Members. The AC shall have not less than three nor more than seven members.
3. Appointment/Removal of Members. Pursuant to Article IX of the Bylaws of Portola Springs Community Association, the Board of Directors shall appoint the members of the AC as volunteer applications are received. In the event there are more than seven volunteers, then the volunteers shall be appointed on a first-come, first-served basis and shall serve on the AC for a term of one (1) year. The remaining volunteers shall be retained on a waiting list and shall be contacted the following year to be appointed. If there are no new volunteers on the waiting list, a member may serve successive one (1) year terms. Members of the AC serve at the discretion of the Board of Directors and may be removed from the AC by a majority vote of the Board of Directors.
4. Appointment of Chairman: The members of the AC shall collectively appoint one member to serve as Chairman of the AC. The Chairman shall be appointed for a term of one (1) year and may not serve as Chairman for more than two (2) successive one (1) year terms.
5. Meetings. The AC shall operate on its own. The AC may meet from time to time; provided, however, that Management will not be required to attend these meetings and the Chairman will be required to prepare any information as result of the meeting and forward it to Management within one week of the scheduled review for review by the Board of Directors.
6. Reports. The Chairman (or other designated representative in his absence) shall report to the Board of Directors at their regular meetings as to the progress and status of ongoing activities as noted by the AC.
7. Authorization. The AC shall have no authority to direct the Association's vendors or management to take any action. The AC shall have no authority to sign contracts on behalf of the Association. Only the Board of Directors or Management, at the direction of the Board of Directors, may direct vendors to

act on behalf of the Association. Any communications received from homeowners to the AC shall be forwarded to Management for review by the Board of Directors. Upon resolution by the Board of Directors, Management will respond to the individual homeowner and notify the AC of the outcome.

8. Amendment/Revocation. This AC Charter may be amended by the Board of Directors at any time.
9. Association Documentation. The AC shall make formal request for any documentation they feel is necessary to management, who will present the request to the Board of Directors for review. Any approvals will be designated in the board meeting minutes.