

Isles of Collier Preserve Association Inc.
Neighborhood Committee

COMMITTEE CHARTER

WHEREAS, Section 4 of the Bylaws states that “Within sixty (60) days after ninety percent (90%) of the Units within a Neighborhood have been conveyed to Owners other than builder, Declarant shall convene a meeting of the Members within such Neighborhood. The presence in person, or by proxy, of thirty percent (30%) of the Members within the Neighborhood shall constitute a quorum. At the first meeting and each yearly meeting thereafter, the Members will elect a Neighborhood Committee for purposes of conducting Neighborhood meetings. After the first Neighborhood meeting, the Neighborhood Committee shall annually convene a meeting of the Members within the Neighborhood for the purpose of electing a successor Neighborhood Committee.

NOW THEREFORE, be it resolved that for each established Neighborhood Committee the following procedures have been adopted and implemented herewith:

A. RESPONSIBILITIES

This Committee shall have no authority to speak on behalf of the Board of Directors or to bind the association financially or contractually, unless authorized by the Board or the governing documents.

This Committee shall annually elect (a) one (1) of its members to serve as the Neighborhood Voting Representative, and (b) one (1) of its members to serve as the Alternate Neighborhood Voting Representative to represent the collective votes of Members within that Neighborhood at all Members meetings of the Master Association and as to all Master Association matters requiring a membership vote.

This Committee shall work with and advise their Neighborhood Voting Representative on issues of concern to their neighborhood in order to help facilitate the conduct of the Master Association business, communication among Declarant, the Board and Owners.

This Committee shall meet at a minimum of quarterly, in line with the cadence provided by Management, to discuss items important to or impacting the neighborhood. Minutes should be taken by the committee and a report generated of committee items to be provided to the Board. Addition details on reporting is outlined in the communication section of this document.

All Committee members must agree to Association Committee Code of Conduct.

B. ELIGIBILITY

Committee candidates and members shall be property owners in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, architectural or covenants violation(s), or pending legal action with the Isles of Collier Preserve Association.

No person shall be eligible for appointment as a Committee member unless such person is an Owner, the Declarant, or a designee of the Declarant. There shall not be more than one member of a household serving on the same Committee at the same time.

C. APPOINTMENT AND TERMS

This Committee shall be comprised as stated in the By-Laws, Section 4, Neighborhood Committees. This Committee shall be comprised as stated in the By-Laws, Section 4, Neighborhood Committees. The number of members on each Neighborhood Committee shall not be less than three (3) nor more than five (5). Within sixty (60) days after ninety percent (90%) of the Units within a Neighborhood have been conveyed to Owners other than builders, Declarant shall convene a meeting of the Members within such Neighborhood. The presence in person, or by proxy, of thirty percent (30%) of the Members within the Neighborhood shall constitute a quorum. At the first meeting and each yearly meeting thereafter, the Members will elect a Neighborhood Committee for purposes of conducting Neighborhood meetings. After the first Neighborhood meeting, the Neighborhood Committee shall annually convene a meeting of the Members within the Neighborhood for the purpose of electing a successor Neighborhood Committee.

D. REMOVAL

Removal of Neighborhood Voting Representative. Any Neighborhood Voting Representative may be removed, with or without cause, upon the vote or written petition of Owners of Units holding at least a majority of the votes in such Neighborhood represented by the Neighborhood Voting Representative.

E. ELECTION OF OFFICERS

The Neighborhood Committee shall elect the Chairperson of the Committee called the Neighborhood Voting Representative (NVR). The NVR shall have the sole authority and right to cast votes for Members within their Neighborhood on matters requiring a vote of the Members. The committee shall also elect one (1) of its members to serve as the Alternate Neighborhood Voting Representative. Other Officers of the Committee may be elected by the Committee membership.

F. MEETINGS

The NVR, or his or her designee, shall be responsible for chairing meetings of the Committee.

This Committee shall meet at a minimum of quarterly, in line with the cadence outlined in the Community Governance and Cadence operating procedures to discuss items important to, or impacting the neighborhood. Minutes should be taken by the committee and a report generated of committee items to be provided to the Board. Additional details on reporting is outlined in the communication section of this document. The Committee may choose to meet more frequently than designated by the cadence. An agenda for all committee meetings is to be provided by the NVR to Management at least five days in advance for posting to the community website.

Committee meetings shall be held in the Multi-purpose room or other recognized meeting place of the association. All Committee meetings shall be open to the membership.

In order for the membership to be reasonably informed of Committee meetings, the Committee Chairperson (NVR) shall ensure that all meeting dates of the Committee are provided to management with an agenda five days in advance in order to be posted on the community calendar and posted at the Clubhouse. If it is necessary for the Committee to reschedule or cancel a meeting, the NVR shall notify the management staff at the earliest possible time so that the calendar can be updated. The NVR shall be responsible for contacting the members of the Committee regarding rescheduling or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the NVR upon five business days posted notice stating the reason for the meeting.

A majority of the total number of the Committee members shall constitute a quorum. For example, if the total number of Committee members is three (3), then a quorum of the members shall be two (2). If the Committee consists of five (5), then a quorum is three (3). A majority vote of committee members while a quorum is present shall constitute a decision of the Committee. All voting shall be conducted in open session. However, the Committee may convene into Executive Session as permitted by Chapter 720 of the *Florida Statutes*.

All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

G. COMMUNICATIONS

The Committee is expected to maintain regular communication with the Board Liaison designated by the Board of Directors, if any, and with the Community Association Manager.

Committee items should be communicated by report (as needed) attached to minutes to the Board through the management company. Topics raised via committees from these meetings are to be used as a guide for the Voting Representatives and the Board for potential agenda items or Board Action. Items raised by the Committees that are not addressed as Board of Directors agenda items or that create action items for the Board will be presented as NVR meeting topics, or updated in the management report presented at the Board meeting. Priority and timelines for completion of items raised by the Committees is to be determined by the Board of Directors.

It is expected that the Committee will provide accurate and timely minutes and report (as needed) to Management, within five days of meeting, about its activities for incorporation into meeting agendas and management reports. Comments from Management on Minutes will be returned within five days to the NVR. Minutes will be posted to community website within five days of final corrected/approved minutes being provided to Management. All postings are subject to BOD review and/or approval. It is the responsibility of the Committee to ensure that this information is updated on a regular basis.

The NVR, or his or her designee, shall be responsible for chairing meetings of the Committee. Minutes shall also include a record of Committee member attendance and all votes of the Committee.