



Sunset Village, Inc., 3401 Gandy Blvd., Pinellas Park, FL 33781  
Phone: (727) 577-0287, Fax: (727) 577-4864

**Committee Charter –  
Share Sale / New Unit Install Approval Committee  
04/16/2024**

**Effective Date:** 01/24/2024. Continues until the next committee is formed and approved by the board

**Mission Statement:**

- Overview/Purpose: Review, and Approve or Deny all Share Sale, Share Add Ons, 723 conversions, and New Unit Install site plans, in accordance with the governing documents of Sunset Village Inc (SVI).
- Meet weekly or as needed to review and rule on requests in a timely manner to fulfill the committee purpose.
- Type of committee: on-going standing.
- Term of Committee: Continues until disbanded or reconstituted by the board

**Membership:**

- The committee shall consist of three board members appointed by each new board of directors.
- Committee Chair appointed by the Board of Directors and serves at the pleasure of the board.
- Minutes will be taken by one of the committee members or by anyone else designated by the Chair.
- The committee will report its activity to the board and shareholders at each regular board meeting.

**Attendance Requirements:**

- Two committee members is a quorum and may rule on any request.

**Meeting Location and Frequency:**

- Maintenance board room when available or wherever else designated by the committee chairman. Normally meets weekly when there are requests to consider.

**Authority:**

- The committee is authorized by the board to approve or deny all requests that come before it as described in the Mission Statement. A minimum of two members must vote in favor of a request for it to be approved or against a request for it to be denied. The authority for the board to designate authority to this committee comes from Florida statutes and any decision that is not unanimous can be brought before the entire board of directors, at the request of the dissenting member.

**Duties & Responsibilities:**

- The committee may make decisions on behalf of the board of directors as defined in the mission statement.
- Situations calling for full board approval are spelled out in the Authority section above.

**Reviewed by:**

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(Signature) Board Secretary

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(Signature) Board Chairperson

**Approved by the Board of Directors:** (Date of meeting)