



Sunset Village, Inc., 3401 Gandy Blvd., Pinellas Park, FL 33781

Phone: (727) 577-0287, Fax: (727) 577-4864

A Resident-Owned 55+ Community

<https://www.sunsetpalms.org>

Vision Implementing Priorities Committee Charter

Committee Name: Vision Implementing Priorities (VIP) Committee

Mission Statement

The VIP Committee shall research, explore alternatives, determine project costing estimates, develop project plans, and with the approval of the Board of Directors (BOD), oversee the execution of those plans. The goal of the committee is to execute the plans approved by the BOD that will ultimately enhance the enjoyment of the residents of the park. The plans may include renovations to existing infrastructure, or they could include the creation of new infrastructure or some combination of both. The VIP Committee will work to maximize efficiencies when creating and implementing approved project plans.

Efforts will be focused on the top three priorities as previously identified by shareholders:

1. Improve Security
2. Enlarge/Improve Clubhouse
3. Activities Centre with bathroom access

The VIP Committee will facilitate input from residents and communicate on progress and projects to the BOD.

The VIP is a short-term committee. The term of the VIP Committee is February 2024 – February 2026. The term may be extended if the mission is not achieved by this date.

Membership

The VIP Committee consists of a Chair and Co-chair and one additional Board member appointed by the BOD. The three BOD members will serve as vision coordinators for all efforts and may engage in all meetings and focus groups. The BOD members will provide project management oversight to ensure cohesion between initiatives. Sub-committees will be established for each priority. Leadership for each sub-committee may be appointed from the shareholders of Sunset Palms.

The Board of Directors may fill vacancies on the committee and may remove a member from the committee at any time without cause.

Committee Authority

This committee does not act on behalf of the Board of Directors but has authority to bring forward recommendations for consideration by the Board of Directors.

Committee Meetings

The VIP Committee will meet at least every two months and more often as needed. A majority of the VIP Committee members shall constitute a quorum. The committee chair shall keep a copy of the committee meeting minutes and forward a copy to the board secretary. The committee chair may invite any staff member, expert, resident, or other advisor who isn't a member of the committee to attend, but these individuals do not have voting power.

Committee Responsibilities

- Meeting Minutes
- Summary of Focus Groups
- Committee Reports to the Board (a minimum of once monthly at BOD meetings)
- Meeting Arrangements
- Information Collection
- Recommendations
- Project Management

Attendance Requirements

Committee members who fail to attend three consecutive meetings without due cause will be dropped from the list of committee members. Members should notify the chair or leadership person of their unavailability to attend a meeting prior to the start time of the scheduled meeting.

Meeting Location and Frequency

A minimum of 48 hours notice must be given for all meetings and focus groups. The date, time and location of the meeting or focus groups must be posted on the bulletin board in the clubhouse and accompanied by a global email meeting notice.

Committee Action Plan/ Project Approach

The Vision Implementing Priorities Committee will:

- Coordinate the work of sub-committees and ensure communication between working groups. The VIP Committee will serve to reduce duplication in effort and endeavor to ensure that all plans for individual projects achieve a single, coordinated vision and achieve this goal in a cost-effective manner. The goal is to maximize efficiencies.
- Establish sub-committees as required to facilitate information gathering, estimated costing, and to develop project proposals.
- Organize and facilitate focus groups for resident input.

- Organize and facilitate Zoom meetings as a medium to provide for input by residents that are not able to attend meetings and focus groups in person.
- Facilitate communication and information sharing by recording minutes of meetings and summaries of all focus groups. Minutes and summaries will be posted on the Sunset Palms website.

Budget

The VIP Committee will require funding for improvements to the facilities and infrastructure of our park. As the need for funding is identified, request for funds will be presented to the BOD for consideration. In addition to funding for projects that are approved, funding will be required for project planning, including consulting with experts.

This charter was written by Patricia Osmond, Karen Harding and Jan McCoy.

Reviewed by:

Board Secretary

Board Chair

Approved by Board of Directors on: _____ (month/day/year)

This charter was last updated on: _____ (month/day/year)