

**Committee Charter –
Exterior Alterations Approval Committee
March 25, 2026**

Effective Date: This Exterior Alterations Committee Charter will remain in effect until such time as it is required to be amended and approved by a majority vote of the Sunset Village Inc. Board of Directors as recommended by the Exterior Alterations Committee members or until such time as the committee is dissolved.

Mission Statement:

Overview/Purpose: The Exterior Alterations Committee reviews and approves or denies owner requests for exterior changes to units and property, ensuring compliance with Sunset Village Inc. (SVI) governing documents and all applicable local and state regulations. The committee aims to uphold rules, maintain quality, consistency, project value, and safety for alterations to individually owned units in the park.

- **Type of committee:** on-going standing.
- **Term of Committee:** Continues until disbanded or reconstituted by the board.

Membership:

- The committee shall consist of a minimum of two, but no more than three board members appointed annually by the Board of Directors.
- The Committee Chair is appointed by the Board of Directors and serves at the pleasure of the board.
- The term of the committee is 1-year.
- There is no assigned committee co-chair.
- Meeting minutes shall be recorded by a designated committee member or an individual appointed by the Chair. The minutes will undergo review and approval by Committee members at the subsequent regularly scheduled meeting. Approved meeting minutes are to be filed in the committee notebook located in the office and uploaded to both the sunsetpalms.org website and RPM's Vantaca content management system. All minutes must be retained for a period of seven years.

- The committee will report its activity to the board and shareholders at each regular board meeting via a written monthly summary report to be shared with the Board of Directors and maintained in file as noted above for minutes.

Attendance Requirements:

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

Meeting Location and Frequency:

- The committee will meet weekly, or as needed, to review and rule on requests in a timely manner to fulfill the committee's purpose.
- Meetings will take place at the Clubhouse Library when available or elsewhere as designated by the committee chairman.

Meeting notices must be posted on the hallway bulletin board and sent via global email at least 48 hours in advance. Each notice should include the committee name, meeting date, time, location, attendees, agenda, and remote access links if relevant.

Authority:

The committee, as empowered by the board, is responsible for reviewing and making determinations on all requests in accordance with the Mission Statement. Approval or denial of a request requires an affirmative vote from at least two members. The Board of Directors' delegation of authority to this committee is pursuant to Florida statutes. Should a decision lack unanimity, any dissenting member may refer the matter to the full Board of Directors for further consideration.

Duties & Responsibilities:

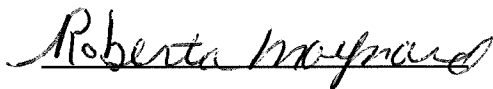
- The committee may make decisions on behalf of the board of directors as defined in the mission statement.
- The committee meets weekly or as needed. They issue meeting notices and agendas at least 48 hours in advance, record minutes of all decisions, and produce monthly reports, which are filed accordingly.

- Exterior Alteration Applications are received at the office and are provided to the committee for review and approval at their weekly meetings.
- Simple requests such as modification of existing with no changes (example: repaint the exterior with the current color) may be approved by the office manager and are included for informational purposes to the committee. Applications are checked for rule compliance. If details or permits are missing, the committee contacts owners to resolve issues. Denials follow the same process; reasons are given to unit owners and noted in meeting minutes.
- Final approval of the application does not take place until permits are received. In this case, the application is held in the office until unit owners provide the required permits.

Once all criteria are satisfied, the committee communicates application approval to the owner and records this decision in the meeting minutes. The owner is provided with the original approved form to display on the property during the course of the work, along with any required permits. A copy of the approved application is maintained both in the unit's property file and in chronological order within the Exterior Alterations notebook located in the office. All copies are to be properly retained.

Approved by the Board of Directors: March 25, 2026

Reviewed by:



(Signature)

Roberta Maynard, Board Secretary



(Signature)

Gary Thrasher, Board President