



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

CHARTER

Governing Documents Committee

Submission for Board Approval March 25, 2026

This charter is designed to: provide guidance for the conduct and operation of the Governing Documents Committee, establish a framework for orderly meetings, and enable the committee to work effectively within the agreed to parameters of their projects.

Charter Term: This charter is to be effective: March 25, 2026, upon approval by the Board of Directors and shall remain in effect until amended by a majority vote of the Sunset Village, Inc. Board of Directors as recommendation and approval by the Governing Documents Committee or until such time as the committee is disbanded.

Mission Statement:

- **Overview/Purpose:** The committee's purpose is to ensure Sunset Village's Governing Documents (such as Rules & Regulations and Bylaws) are up to date in accordance with higher-level regulations and to address the needs of the association. The committee will also ensure the documents include the right amount of detail for effective management of the corporation's activities with the goal of creating a community wide environment that fosters care, safety and consideration for all residents.
- **What does the committee need to accomplish, to fulfill their purpose:** The committee will review and update existing Rules & Regulations, Bylaws and any other governing documents as required, recommend changes to the Board of Directors of Sunset Village, Inc., submit for legal review, followed by submission for review and approval to The Division (Florida DBPR - Department of Business & Professional Regulations, Division of Condominiums, Timeshares and Mobile

Homes). Approved changes will be published to our community in compliance with Florida Statutes and the Florida Administrative Code.

- **Type of committee:** The Governing Documents Committee is an on-going standing committee unless otherwise determined by the Board of Directors.
- **Term of Committee Members:** Governing Documents Committee members serve one-year terms at the Board of Directors' discretion. The Board selects a Committee Chairperson annually (after the Annual Membership Meeting in January), committee members may be chosen either from community volunteers or appointed by the Chairperson. All members require annual approval by the Board of Directors.

Relationship with the Board:

- The committee serves at the discretion of the Board of Directors. The committee is subject to Board of Directors' approval of all recommendations. The committee must include at least one Board member in its membership.

Relationship with RPM Management:

- There is no direct relationship between the Governing Documents Committee and Resource Property Management's Corporate office except through the Board of Directors and Community Association Manager. The Association Manager may act as a subject matter expert and is welcome at meetings but will not be an active member of the committee.

Membership:

- **Define size of committee:** The committee must have at least three members, including one board member, and may have up to ten members in total.
- **Composition of membership:** Board members (1 minimum and 4 maximum), volunteers or experts who are shareholders.
- **Committee Chairperson:** is appointed by the Board of Directors.
- **Term of Committee Chairperson:** 1-year.
- **Committee Co-Chairperson:** the position is optional, appointed by the Board of Directors or chosen by majority of the committee members for a 1-year term.
- **Meeting Minutes:** will be produced for all noticed meetings by the agreed-to volunteer member of the committee. Minutes will be reviewed in draft form by all committee members for comment, and revision opportunity prior to final

approval at the next regularly scheduled meeting. The committee shall document their activities by recording meeting minutes in the committee book located in the office and uploading a copy of these minutes to our website. Committee minutes are to be retained for 7 years.

- **Reports:** Monthly Committee Summary Reports will be prepared and distributed via email to all committee and board members, aligned with the Board of Directors' monthly meeting schedule (typically the fourth Wednesday of each month). All reports will be archived in the same manner as the meeting minutes.

Attendance Requirements:

- **Members may be removed:** if they do not actively participate in the work as agreed by committee members. A member who misses 3 or more meetings, without providing advance notice to the Chairperson, may be removed. Removal requires a motion to remove, and an affirmative vote by a majority of the committee members at a noticed meeting.
- **Quorum:** A quorum for this committee will be determined by the attendance of a majority of the membership, one member of which will be a director.

Meeting Location and Frequency:

- Most meetings will take place in the Board Conference Room at the Maintenance building or as otherwise determined.
- The committee will meet as frequently as is necessary with a minimum of once per month when a project is being worked on.
- A minimum 48-hour meeting notice will be posted on the bulletin board in the hallway of the clubhouse and emailed to all shareholders. Meeting notices are to contain committee name, date, time, location, attendees, an agenda and remote access links may be included if applicable.
- The committee members have the right to meet without notice for project collaboration in preparation for noticed committee meetings. Documented discussion notes are to be provided.

Authority:

- The Committee Chairperson has the authority to preside over all the committee meetings and will be responsible for general supervision over the affairs of the committee and its processes to ensure success. The committee itself has no autonomous authority but rather may agree to recommend actions to the Board

of Directors. If the committee cannot achieve a majority vote to recommend an action to the board, the concern may be forwarded to the entire Board of Directors at the next regularly scheduled meeting for determination of next steps.

- **Decisions:** The Governing Documents Committee will only make decisions to recommend to the Board of Directors for approval and do not have authority to act on behalf of the Board of Directors.

Duties & Responsibilities:

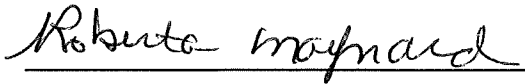
- Review of our Rules & Regulations and Bylaws will be the targeted focus in 2026. This focus may change, as required, for committees in future years.
- The committee will create a charter (what we will do and how the committee is structured) and a high-level project plan (how to achieve what we wish to accomplish) reflecting the overall approach to the initiative noted here but broken down into actionable tasks for team members.
- The committee's project approach will be to meet regularly as required, to become familiar with our existing Sunset Village, Inc.'s governing documents as they relate to frequent updates of higher governing documents at the State and Federal levels (example: HUD, Florida Statutes 719, 723 and the Florida Administrative Code and more) which will be used for reference purposes.
- The committee will solicit input from all community members as well as association management and Board of Directors to ensure areas of concern are addressed.
- Recommended updates will be collected, reviewed and agreed to by the committee.
- The committee will prepare the proposed amendments in the form of a summary report accompanied by an original copy of the governing document that has been edited using strikethrough of existing text and insertions of changes in red as agreed to by committee members.
- The amendments will be forwarded to the Board of Directors for approval at a noticed board meeting.
- The approved amendments will be sent for legal review and then to The Division (DBPR) for review and approval at the state level.
- Communication of proposed updates and final approved amendments will be communicated to our residents in accordance with Florida Statutes and the Florida Administrative code.

- The committee will keep the community informed of progress through meeting minutes and monthly reports.

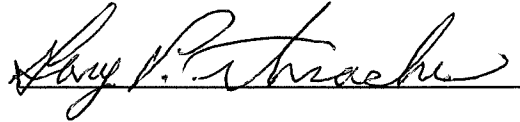
Document Prepared by: Janet McCoy, Committee Chairperson, as approved by the Government Documents Committee.

Reviewed and approved by the 2026 Board of Directors on: March 25, 2026.

Approved:



Robert Maynard, Board Secretary
(Signature)



Gary Thrasher, Board President
(Signature)

Note: Please review your proposed charter against Sunset Palms Association governing documents to ensure compliance.