

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

**CHARTER**  
**Real Estate Approval Committee**  
**March 25, 2026**

Submission for Board of Director Approval March 25, 2026

**Effective Date:** Original Charter, June 26, 2024, revised (Rev. A) March 25, 2026

**Charter Term:** The Share New Unit Installation Approval Committee Charter, originally approved by the Board of Directors on June 26, 2024, is being revised (Rev. A) to include a name change of the committee to the **Real Estate Approval Committee**, effective March 25, 2026, as approved by the Board of Directors.

The charter shall remain in effect until such time as further amendments are required and approved by a majority vote of the Sunset Village Incorporated Board of Directors, as recommended and approved by the Real Estate Approval Committee, or until the committee is disbanded.

**Mission Statement:**

- Overview/Purpose: To act with authority on behalf of the entire Board of Directors to review, and approve or deny all new share sales, ownership transfers of existing homes, share modifications, 723 non-shareholder to shareholder conversions, and new unit installation site plans, in accordance with the governing documents of Sunset Village Inc. (SVI). This committee will also approve all residency and caretaker requests and perform the duties of the previous Home Review Committee to inspect homes whose ownership is returned to SVI to determine whether to remove the home or offer it for sale.

- Meetings: The committee will meet weekly or as needed to review and rule on requests in a timely manner.
- Type of Committee: On-going standing.
- Term of Committee: There is no designated term for this committee. It will remain until such time as it is dissolved by the Board of Directors. Its members may be appointed annually by the Board of Directors.

### **Membership:**

- **The committee shall consist of** no less than two with a maximum of three board members appointed by the Board of Directors.
- **Committee Chairperson** is 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 Chairperson and filed in the committee notebook in the office and uploaded to the website for community viewing.
- **The committee will report** its activity to the board and shareholders at each regular board meeting via submission of a written monthly report which will also be filed as noted for meeting minutes.

### **Attendance Requirements:**

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

### **Meeting Location and Frequency:**

- Meetings will be held in the board conference room in the maintenance building when available or elsewhere as designated by the Committee Chairperson. The committee meets weekly when there are requests to consider.

### **Authority:**

- The committee is authorized to act on behalf of the entire 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

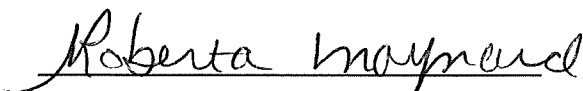
brought before the entire Board of Directors, at the request of the dissenting member.

**Duties & Responsibilities:**

- The committee will meet weekly or as needed to make decisions on behalf of the Board of Directors as defined in the mission statement and Authority section.
- The committee is responsible for documentation of decisions made on behalf of the Board of Directors by producing weekly meeting minutes. Monthly reports will be prepared and filed as defined in the membership section.
- The committee will work closely with office management to ensure accuracy of process, procedure and documentation regarding the approval of new residents and real estate transactions as defined in the Mission Statement.
- Situations calling for full board approval are addressed in the Authority section above.

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

**Approved by:**



(Signature) Roberta Maynard  
Board Secretary



(Signature) Gary Thrasher  
Board Chairperson