



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

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A Resident-Owned 55+ Community

<https://www.sunsetpalms.org>

Charter

Vision Implementing Priorities (VIP) Committee Charter

April 22, 2026

Committee Term

The VIP Committee Charter, originally approved by the Board of Directors on August 9, 2024, is being revised to extend the term and update some language, effective April 22, 2026, as approved by the Board of Directors. This committee is a short-term committee (it is not intended to be a standing committee). The term is extended until such time as the Board of Directors (BOD) disbands the committee.

Mission Statement

The VIP Committee shall research, explore alternatives, determine project costing estimates, develop project plans, and with the approval of the 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. Plans may include renovations to existing facilities and infrastructure improvements, or they could include the creation of new facilities 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.

Membership

- **Composition of Membership:**
 - **Committee Chairperson:** Is a member of the BOD and appointed by the BOD.
 - **Committee Co-chairperson:** Is a member of the BOD and appointed by the BOD.
 - All shareholders volunteers appointed by the BOD.
- All members require annual approval by the BOD.

- The BOD members will serve as 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.
- Focus Groups may be established for each priority/initiative. Leadership for each Focus Group will be a member of the Vision Implementing Priorities Committee.
- The Board of Directors may fill vacancies on the committee and may remove a member from the committee at any time without cause.

Attendance Requirements

- If a member of the Committee is unable to attend a scheduled meeting, the member notifies the Chairperson in advance of the meeting that they will not be able to attend.
- **Members may be removed:** if they do not actively participate in the work as agreed by committee members. A member who misses three (3) or more meetings, without providing advance notice to the Chairperson, may be removed.
- **Quorum:** A quorum for this committee will be determined by the attendance of a majority of the membership, one member of which must be a member of the Board of Directors.

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 three months and more often as needed.
- A minimum 48-hour notice will be posted on the bulletin board in the hallway of the clubhouse and accompanied by a global email meeting notice. Meeting notices are to contain committee name, date, time, location, attendees, an agenda and remote access links, if applicable.
- The committee members have the right to meet without notice for focus groups and project collaboration in preparation for noticed committee meetings. Documented discussion notes are to be maintained and shared at VIP Committee Meetings.
- **Minutes:** The committee chairperson shall keep a copy of the committee meeting minutes or assign a volunteer to record the minutes. Draft copies of the minutes of each meeting will be circulated for comment and approved at the next meeting of the VIP Committee. The preliminary minutes are forwarded to the office for filing in the Committee binder and uploading to the website. If any changes are made, the corrected copy is sent to be filed and the old copies are pulled from the files and the website.
- The committee Chairperson or Co-chairperson 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
- Meeting Arrangements
- Information Collection
- Recommendations
- Project Management
- Work closely and coordinate with the Infrastructure Committee

Committee Action Plan/ Project Approach or Duties & Responsibilities

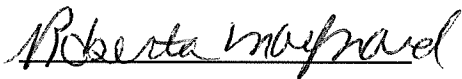
The Vision Implementing Priorities Committee will:

- The committee will meet as needed to plan, coordinate and make recommendations to the Board of Directors to achieve goals as outlined in the Mission Statement.
- Establish focus groups, as required, to facilitate information gathering, estimated costing, and to develop project proposals.
- Coordinate the work of focus groups and ensure communication between all groups.
- 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.
- Determine the requirements to improve, upgrade and/or develop new structures and amenities that support the three priorities identified by residents of Sunset Palms and make every effort to ensure compliance with all local and state requirements.
- Work closely with office management and staff to ensure improvements and projects, consider existing structures and all changes are coordinated so as not to negatively impact park operations.

Budget

The VIP Committee proposed projects will require funding for improvements to the sports and recreational facilities and infrastructure of Sunset Palms. All projects requiring funding are to be approved by the BOD. The committee may propose project expenditures, based on competitive vendor quotes, for review and approval by the BOD.

Reviewed and approved by the Board of Directors: April 22, 2026, as attested to by:



Roberta Maynard
Board Secretary



Gary Thrasher
Board Chairperson