

PALLADIAN CONDOMINIUM AT ROCKVILLE TOWN SQUARE SOCIAL COMMITTEE CHARTER

PURPOSE: The committee recommends, plans, and facilitates events and procedures to promote good relations and community spirit among unit owners and residents.

RESPONSIBILITIES: The scope of the committee's responsibilities is as follows:

- Review and make recommendations regarding the welcome package used to introduce new residents and unit owners to the community.
- Participate in the welcoming process for new residents.
- Develop plans for community events and propose recommendations to the Board of Directors.
- Promote attendance and participation in social events.
- Administrate community events, providing supervision and assistance as needed.
- Present a report of activities, recommendations, and requests to the Board of Directors for inclusion in the monthly management report and Board meeting agenda. A committee representative should attend monthly Board meetings when requests or recommendations are made in order promote good communication between the Committee and the Board.
- Prepare and present a yearly report of social activities to the Board of Directors at the Annual Meeting.
- Prepare a budget for social activities annually for approval by the Board of Directors.

ORGANIZATION: The Committee consists of a minimum of three and a maximum of nine members. Committee members may be unit owners or tenants of unit owners. The committee will nominate a member to serve as Chairperson for appointment by the Board of Directors. A Vice Chairperson and Secretary are to be selected by committee members to assist in the leadership of and record keeping for the committee. The term of all committee officers shall be two years, with an organizational meeting being held each year as soon as is reasonably possible after the association's Annual Meeting.

OPERATIONS: The committee shall meet in accordance with the requirements of the Maryland Condominium Act and as follows:

- Meetings will be held at a time and place as determined by the committee.
- All committee members will be notified of meetings with as much notice as possible.
- All meetings are to be open to all residents and notice of meetings be posted in a manner proscribed by the Board of Directors.
- Minutes should be taken at each meeting and submitted to the Board for inclusion in the monthly management report.
- The committee should develop working relationships with:
 1. Board of Directors
 2. Management Team
 3. Unit owners and other residents
 4. Other committees