

IV. COMMITTEES

All Committee Chairpersons, unless provided for otherwise, serve at the pleasure of the President with Board approval and serve through December 31 unless terminated. Their appointment must be reaffirmed at the beginning of each calendar year. Committee members must be appointed or reappointed by the Chairperson after the Chairperson's appointment. All Committee Chairpersons must submit a list of the committee members within 30 days of their committee chair appointment to the CA Board. All committee reports and findings will be presented to the CA President and/or CA Board in a written format. Minutes of all committee meetings must be submitted within 30 days to the CA Board. *(Added 10/12/11)*

4.01 STANDING COMMITTEES

All Standing Committees are established as set forth in the Bylaws. The Standing Committees have regularly assigned tasks and are comprised of experienced groups of individuals to carry out the assigned tasks or work which may be assigned at any time. *(Added 10/12/11)*

A. Internal Audit

The Internal Audit Committee is empowered to:

1. Investigate any and all matters that touch on the governance of the Community Association with or without approval of the Board.
2. To review all Community Association policies and procedures and such other matters as the Board may direct.
3. Made recommendations for improvements.
4. Investigate, analyze and report to the Board and to the membership all results.
5. Conduct an audit on all clubs dissolving before the club's dissolution is approved by the Board. *(Added 9/12/12)*

B. Budget *(Amended 1/10/07) (Amended 1/12/11)*

1. The Budget Committee shall be responsible for reviewing previous budgets and will review the initial Operating and Capital Budgets prior to submission budgets for Board approval. The following shall be followed:
 - a. An initial proposed budget shall be submitted by the Budget Committee for the Board of Directors to review.
 - b. Board of Directors suggested changes and recommendations will then be reviewed and discussed with the Budget Committee and the budget revised if necessary.
 - c. The revised proposed budget will then be resubmitted to the Board of Directors and reviewed for final changes, if necessary.
2. This committee shall consist of the Chairperson who is approved by the Board of Directors and a minimum of two (2) additional committee members who are selected by the Chairperson and appointed by the President.

3. Oversight of the Committee is the responsibility of the Treasurer.
4. The Community Manager, who prepares the initial budgets, will act as consultant to the Committee as required.

C. Consumer Affairs *(Amended 2/14/07) (Amended 10/12/11) (Amended 8/13/14)*

Consumer Affairs Statement:

The Consumer Affairs Register (the “Register”) is provided as a service by the CA for the convenience of the Sun City Center members. The CA’s involvement with the Register is administrative only. By using the Register, the user agrees that the CA does not have any liability or responsibility for the services provided by a contractor listed in the Register and that the CA does not have any liability or responsibility for any damages or costs in any way related to the services provided by a contractor listed in the Register. By using the Register, the user acknowledges that he or she understands: that the CA does not provide advice regarding the selection of any contractor listed in the Register; that the user of the Register is solely responsible for making all decisions that are in any way related to a contractor listed in the Register; and that the CA is not the agent of the user and is not the agent of any contractor listed in the Register.

The Consumer Affairs Committee is an advisory and information committee. Under no circumstances shall the committee initiate an action for a complainant or a vendor. The committee’s only purpose is to list vendors and handy workers in the Consumer Affairs Register that have the appropriate insurances and licenses to aid the CA members in selecting a vendor for services. Consumer Affairs may receive and place in the file complaints and accolades about the vendors. Complaints and accolades will be forwarded to the vendors for comments.

The Consumer Affairs Committee shall operate under the following guidelines:

1. The vendor listing application shall contain information concerning:
 - a. Length of time this firm or individual has been in business.
 - b. A copy of any State licenses (if it applies)
 - c. Documentation on Worker's Compensation coverage or Exemption Certificate, if applicable.
 - d. Documentation on Liability Insurance, Bonds, or Licenses where required.
 - e. A statement that vendors may not reference the Sun City Center Community Association or the Consumer Affairs Committee in any way in their advertising. *(added 2/9/11)*
 - f. Signature of the vendor.
 - g. Vendors with two or more complaints may be removed from the vendor listing by the Consumer Affairs Committee, the President, or the Board of Directors. *(Added 1/14/15)*
2. A file will be established for each firm containing as much information as is readily available such as:
 - a. Present status of insurance and licenses where required.

- b. Any complaints or accolades by CA members. All complaints and accolades, will be maintained in the file for a minimum of three years.
 - c. Response, if any, to the complaint or accolade.
- 3. A Director shall be appointed as an ex-officio member of the Committee and shall present written reports, prepared by the Committee, at least monthly, to the Board. Such reports will be placed in the reading file.
- 4. No recommendations of vendors shall ever be made by the Committee or any CA staff member. Vendors' names will not be given out over the phone.
- 5. Two copies of the Consumer Affairs Register are available at the CA office and shall be updated contemporaneously along with the CA web site.
- 6. A file for each vendor will be maintained and made available to CA members for review within the CA office upon request.
- 7. The Association shall adopt a disclaimer statement which shall be posted in the CA Office Lobby with the Register.

CONSUMER AFFAIRS DISCLAIMER STATEMENT

The Association recommends that the owner verify all contractors listed in the Register are properly licensed and have the necessary liability and workers' compensation insurance before contracting with or employing the vendor.

Under no circumstances does the Association recommend **ANY** vendors or contractors.

"Resident Comment Forms" are available for your review online and in the CA office.

D. Government Affairs *(Amended 10/12/11)*

The Government Affairs Committee will:

- 1. Provide information that will assist the Board in the decision-making process.
- 2. Establish and maintain contact with various county agency heads, state and federal officials.
- 3. Keep alert to changes of rules and regulations that will impact on the citizens of Sun City Center. When requested by the President, will review, obtain necessary input, and provide comments to specific proposed legislation directly affecting our community. *(Amended 9/12/07)*
- 4. Attend meetings, make telephone contacts, and write reports to provide the Board information on pending legislation that may affect the Board.
- 5. Develop and submit to the Board suggested changes in the Articles of Incorporation, Bylaws and Policies to bring them into compliance with Florida Statutes.

E. Elections *(Amended 10/12/05)*

1. To supervise, implement, monitor, and certify results of official elections of the CA. This includes elections to the Board and referenda, as well as tallying results of votes at a membership meeting.

2. Recommend to the CA Board proposed changes in election procedures. *(Amended 10/12/11)*

* *Effective 12/14/11, Legal Committee, Planning Committee and Development & Grants Committee were deleted. (Membership deleted these committees from the Bylaws on 10/26/11.)*

4.02 SPECIAL COMMITTEES *(Amended 10/12/11)*

Special Committees perform specific tasks and/or assignments. They may be constituted by the CA President with Board approval or by the CA Board. They may not perform functions that are assigned to the Standing Committees. Chairpersons will be appointed by the President, unless provided for otherwise, with Board approval.

A. Building/Construction See Policy 7.01 (The Projects Office)

B. Communications-Website Committee *(Amended 2/14/24)*

- 1) Examine methods of communication concerning Board actions, goals and future plans to determine how the Board may communicate better with CA members and the public.
- 2) Investigate means and methods of projecting Sun City Center and the Sun City Center lifestyle to specific and general external audiences. Analyze budget availability and make recommendations to the Board for advertising, publicity and/or public relations.
- 3) This committee will seek out and work with other community groups and businesses to help with the promotion of Sun City Center awareness.
- 4) Work to keep the website intuitive to the end user on multiple platforms. Continue to adapt the website to the needs of the community. Communicate the community's active lifestyle to external audiences.

C. Entertainment *(Amended 6/11/08) (Amended 9/12/12) (Amended 8/13/14) (Amended 4/09/24)*

1. To assist the Entertainment Director in running the entertainment venues.
2. To assist the Community Association Manager and Board Liaison with the Hi Neighbor Event, Funfest Event, and the Holiday Golf Cart Parade on an as needed basis.

D. Search *(Amended 10/12/11)*

1. Identify and encourage volunteers to serve in vacant seats on the Board and on Association Committees.

2. In case of Committee openings, the Search Committee will discuss job description/skill requirement details with the Committee Chairperson, use a variety of sources to identify and evaluate volunteers, and then pass candidates on to the Chairperson.
3. Conduct search for employment of Community Manager and other key personnel.

E. Transition

1. To advise the Board on steps necessary to integrate a new Community Manager into the operation of the CA, including but not limited to evaluation and recommendations on organization structure, paperwork flow, signature authority, office space and equipment, steps necessary for Directors to shed operational responsibilities, policies and procedures as they impinge on Administration/Board decision-making.
2. Consult with current Board members and committee chairpersons.

F. Restrictive Covenants

1. As required by Chapter 760.29 of the Florida Statutes, identify those Declarations of Restrictions (recorded by platted unit) that must be amended and properly recorded to reflect the HUD requirement for consideration as housing for older persons.
 - a. Notify the applicable Homeowners' Association to take the necessary action to amend the pertinent governing documents. Upon approval of the required amendment to the Declaration of Restrictions, administratively assist in the recording and annexing by property owners' names that amendment at the Hillsborough County Clerk's office. A copy of the recorded amendment will be provided to each property owner of record.
 - b. In platted units where no homeowners' association exists, take necessary actions to propose the required amendment to the pertinent Declaration of Restrictions, conduct meetings as necessary, obtain required notarized signatures, record and annex the approved amendment at Hillsborough County, and provide a copy of the recorded document to each property.
2. As required by Chapter 712 of the Florida Statutes, identify those Declarations of Restrictions requiring preservation and protection from extinguishment and take necessary actions to file for record with the Hillsborough County Clerk the proper notice. Where appropriate, this action should be combined with the requirement stated in paragraph 1 above.
3. Upon request, assist a representative committee of a platted unit in the formation of a homeowners' formation of a homeowners' association. This assistance includes the preparation of necessary documentation (i.e., proposed amendment to the Declaration of Restrictions, proposed Articles of Incorporation, and proposed Bylaws). Upon approval of the documentation, and the recording of the documents with the

Hillsborough County Clerk, all responsibility for the administration and funding of the newly formed HOA passes to the appropriate HOA Board of Directors.

G. Hospitality *(Added 3/14/07)*

To communicate with community residents, visitors and newcomers to Sun City Center about our lifestyle, facilities and events. This committee will be responsible for the following areas:

1. Operation of the Information Center at 901 Cherry Hills Drive
2. Weekly "Welcome New Neighbors" Program

H. History Society of Sun City Center *(Added 8/8/07)*

1. Archives Section:

Stores and preserves the corporate records no longer of interest in the daily operation of the Sun City Center Community Association. This does not include any records required to be maintained by the Corporate Secretary under State of Florida Statutes.

2. History Section:

Accumulates, indexes and stores newspaper accounts of Sun City Center activities, community newsletters, informal documents by residents and others tracing our lifestyle, photographs of people, places, things and documented stories about Sun City Center.

3. Storage:

Stores all records of the History Society in the Community Information Center in a safe and easily accessible manner.

I. Bingo *(Added 12/12/07 & 6/11/08) (Amended 8/14/24)*

1. To coordinate planning and implementation of the bingo game events held under the auspices of the CA.
2. The Bingo Committee shall consist of a Chairperson who is appointed annually by the Board of Directors. Other members shall be appointed by the Chairperson.
3. The Committee shall operate the bingo games in accordance with all State of Florida and local gaming statutes.
3. The financial records and accounts of the Committee will be subject to audit by the CA.
4. The Bingo Committee shall turn in all proceeds with a tally accounting sheet of each Monday night bingo game event with a minimum of

\$20.00 deposit weekly to the CA accountant to be kept in a deferred account for ongoing bingo expenses. The Bingo Committee will turn in check request forms with receipts for all reimbursements.

5. The Bingo Committee shall turn in all fundraising proceeds with a tally sheet of each weekly receipts (50/50 raffle retention, snack sales, donations, etc.) to the CA accountant to be kept in a deferred account for the committee's annual Board approved and selected Sun City Center local area non-profit 501(c)(3) charitable donation. If the Bingo Committee decides to cease their 50/50 there will be no need for this accounting.

Note: Any existing funds will be included in the non-profit donation approved for 2024.

J. Fitness Center *(Added 6/11/08 & 7/9/08) (Amended (2/14/24))*

1. Responsible for: making recommendations to the CA Board, after review by the Community Manager, regarding the purchase, price, operation and maintenance of the Fitness Center including equipment; equipment layout; hiring and training of fitness trainers, creation of exercise logs; training of new users regarding equipment; providing The NEWS of Sun City Center with articles; attract new users; resolution of minor conflicts and coordination with the CA Treasurer and CA Manager of required financial records relating to:
 - a. Equipment
 - b. Equipment warranty information
 - c. Donations
 - d. Transfer of funds to the CA
2. The CA will: recruit, hire, train and evaluate Attendants; set and monitor Fitness Center hours of operation; purchase, operate and maintain and replace Fitness Center equipment as needed; establish rules and regulations taking into account the recommendations of the Fitness Center Committee; provide access to all CA members and render conflict resolution and discipline to members on the more serious issues.
3. Members of the Fitness Center Committee will be appointed annually by the Chairperson.

K. Web Site Committee *(Moved to Communications & Website Committee 1/10/24)*

L. Long Range Planning Committee *(Added 5/11/22)*

To gather input from residents on future improvements for the Sun City Center Community. To evaluate feedback for capital improvement projects and make recommendations to the CA Board of Directors.

Projects should contain one or more of the following attributes: beautification appeal, safety of community assets and our residents, improved/additional recreational facilities, improved/additional social common areas. The input will

be gathered through: new/previous surveys (Survey Monkey) and community focus groups.

Projects will be prioritized according to their ability to attract new buyers to the community, maintain and increase property values and improve the quality of life for the residents of the Sun City Center Community Association.

Fulfill the responsibilities described in Policy VII. Construction Projects Policy.
(Added 2/14/24)

M. Pool Committee (Added 2/8/23) (Amended 2/14/24)

The Pool Committee's primary focus will be to ensure rules and regulations are followed in all pool locations. Help in facilitating the needs of all clubs that use the pool facilities. Make recommendations to the Community Manager for improvements to the pool facilities for day-to-day operations and replacement items and make recommendations to the Long Range Planning Committee when improving any existing and new pool facilities as capital projects.

N. Fundraising Committee (Added 2/14/24)

The Fundraising Committee is responsible for selecting various ways for the SCCCA to raise funds for the needs of the community and capital campaigns. They work with the Communication/Website Committee to involve the community in the event. The Fundraising Committee is charged with successfully performing the fundraising opportunity and reporting to the Board of Directors, Operations and Accounting. Fundraising includes: special events, donations, major gifts, legacy gifts and corporation donations and sponsorship.

O. Grant Committee (Added 2/14/24)

The Grant Committee researches grants for different needs of the SCCCA for improvements in our community and for the capital campaign. The committee members write grant requests for the opportunities they find and submit their work to the Board of Directors. Once approved by the Board of Directors, they submit the grant request. Upon a positive response from the grantee, the Committee Chair notifies the Board of Directors, Operations and Accounting to ensure that the grant conditions are adhered to properly and that the funds are deposited into the correct account.

- *Effective 5/12/04, Library Committee was deleted.*
- *Effective 2/14/07, Insurance Committee, Public Safety Complex Committee and Safety Committee were deleted.*
- *Effective 10/12/11, Governing Rules Committee was deleted - covered under Governmental Affairs.*
- *Effective 6/9/21, Membership Directory Committee was deleted.*

4.03 OTHER COMMITTEES (Added 10/12/11)

Other Committees or Task Forces may be established by the CA President or the CA Board to investigate, research or develop topics of interest to the Board or to the Community. They

will function only until a final written report is issued. The CA President will appoint the Chairperson with Board approval.