

**SUN CITY SHADOW HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS**

**HEALTH & FITNESS ADVISORY CHARTER**

**Charter:**

This charter ("Charter") governs the operations of the Health & Fitness Advisory Committee (the "Committee") established by the Board of Directors (the "Board") of Sun City Shadow Hills Community Association (the "Association"). As specified in Article X, Section 10.02 of the Bylaws, the Committee is established as an Advisory Committee which shall be advisory to the Board and serves at the pleasure of the Board. The Committee is authorized to make recommendations to the Board regarding matters of Health and Fitness. The Board shall review and reassess this Charter, the Committee's effectiveness, and review the charter periodically.

**Mission:**

To convene on a regular basis to assist the Board, the GM and Fitness Director and make appropriate recommendations to the Board of Directors on Policies and Programs concerning improvements and implementation of health and fitness programs for the wellbeing of residents and is designed to improve the Health & Fitness experience in a manner that is beneficial to the Association and the community at large.

**Interface with and Reporting to the Board of Directors:**

The Committee has been established by and serves at the direction of the Board of Directors. Therefore, the Committee Chair shall make regular monthly reports to the Board of Directors of their activities. These reports shall be in writing and shall be submitted to the association office no later than ten (10) days prior to the regularly scheduled monthly Board meeting. The Chair (or his/her representative) shall attend the Board meetings in order to answer questions related to the Committee's activities. Any items requiring a vote of the Board of Directors should be included on the agenda as a new business item. To add an item to the agenda, the Committee Chair should contact the association office no later than ten (10) days prior to the regularly scheduled Board meeting.

The President of the Board of Directors shall appoint a Board member to serve as the Board liaison to the Committee for the purpose of acting as an interface with the full Board of Directors. The Board liaison has no voting power and does not serve to constitute a quorum for committee meetings. The President of the Board serves as an ex-officio member of all committees and may attend any meeting he/she deems necessary.

The Board of Directors has the authority to disband the Committee at any time for any reason. In addition, the President has the authority to disqualify any member upon recommendation of the Committee Chair or a consensus of the Board of Directors for lack of experience or productive participation in the Committee.

**Interface with Staff:**

The General Manager with approval by the President of the Board of Directors will appoint a member of the management staff to serve as a liaison to the Committee. This liaison is an excellent resource for information regarding the Association and the operations relative to the purpose of the Committee. The Committee should refer questions to and seek assistance from the staff liaison when appropriate. If the question requires further research, the staff liaison will instruct the Committee Chairman of the most efficient way to accomplish the need.

At no time should the Committee Chair or members of the Committee direct staff to perform a task for the Committee or direct staff on how to perform their job. If the Committee requires staff assistance beyond that provided by the staff liaison, the request should be directed to the General Manager who will assign the appropriate staff member(s) to support the task/request of the Committee.

**Appointment of Committee Chairman** (Bylaws Article X Section 10.03):

The President of the Board of Directors shall appoint the Committee Chair annually as described in Article X Section 10.03 of the Bylaws.

**Committee Composition** (Bylaws Article X Section 10.03(b)):

The Committee should be composed of homeowners with experience and members will provide a resume of fitness and health related activities. Committee membership accommodations can be made for representation of residents with special needs. All Committee members will require Board approval. The Committee shall have no more than seven (7) members. Membership on this Committee shall be from the membership of the Association and members shall be in good standing throughout the term of their service. No more than one member from the same family may serve on this Committee at the same time. Members of the Committee serve without compensation for services rendered.

**Attendance at Meetings**

Attendance is an important part of Committee membership. Members who miss three (3) consecutive meetings or miss four (4) meetings during the committee year may be removed at the option of the Committee Chair or the President of the Board.

Members of the Committee may receive a waiver on attendance if they are a seasonal resident of Sun City Shadow Hills. Members requesting such a waiver must request it at the beginning of their year of service so that all members are aware of the seasonal nature of their service. At no time may more than two (2) members have such a waiver

due to the effect on the ability of the Committee to establish a quorum and conduct business.

### **Appointment of Members:**

The Committee Chair may recommend the Committee members based on the members' ability to carry out the duties and responsibilities outlined in the Mission. The Committee Chairman shall submit the names of the prospective members to the Board of Directors for approval prior to the first meeting of the Committee.

### **Code of Ethics and Committee Member Conduct**

Members of the Committee will be asked to sign a statement acknowledging that they have read, understand and agree to abide by the Sun City Shadow Hills Community Association Code of Ethics and Rules of Conduct for Volunteer Board Members, Officers, and Committee Members.

### **Meetings and Time Commitment:**

Time Commitment: Time commitment may be considerable as members are expected to review reports and study issues related to the Health & Fitness operations of Sun City Shadow Hills Community Association.

Regular Meetings: This Committee meets regularly, as determined by the committee. Special meetings will be held periodically.

Action without Meetings: Any action by the Committee required or permitted to be taken at any meeting may be taken without a meeting if all of the members of the Committee shall individually or collectively consent in writing to such action. Actions not involving discipline may be by phone. Any such consent shall be filed with the minutes of the proceedings of the Committee.

Quorum and Voting Requirements: At all meetings of the Committee three (3) members shall constitute a quorum for the transaction of business, and the vote of a majority of members present at a meeting at which a quorum is present shall constitute the decision of the Committee.

### **Authority to Spend Funds:**

The Committee has no authority to expend funds of the association or to direct staff to expend funds without the explicit approval of the Board of Directors. The Committee may justify and request from the Board of Directors approval for expenditures directly related to the duties of the Committee. If the Committee requests expenditure, the Committee Chair should contact the association office to have the expenditure request included on the agenda no later than ten (10) days prior to the next regularly scheduled board meeting.

Approved By:

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Sun City Shadow Hills Community Association  
Board of Directors

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Date