

**OAK CREEK CLUB HOMEOWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NO.
PROCUREMENT COMMITTEE CHARTER**

WHEREAS, Article 4, Section 4.1 (4) grants the Board of Directors all the powers and duties necessary for the administration of the affairs of the Association; and,

WHEREAS, the Board of Directors deems it desirable to establish a Procurement Committee to advise the Board of Directors on community activities;

NOW THEREFORE, be it resolved that a Procurement Committee shall be established, and that it shall operate in accordance with the procedures set forth below:

ARTICLE I – PURPOSE

The sole purpose of the Procurement Committee shall be to advise the Board on matters relating to procurement including, but not limited to the following:

- A. Review current procurement processes and develop, evaluate, and recommend to the Board policies, rules, and/or regulations to streamline the procurement process within the Association; and
- B. Develop standard contractual terms and conditions for contracts, RFPs, and other procurement vehicles; and
- C. Develop a process for the Board to solicit Management Company proposals to provide management services for the Association; and
- D. Assist other HOA Committees seeking new vendors/services for the Association; and
- E. Maintain complete and accurate records of all actions taken; and,
- F. Perform additional duties and authority as the Board may grant or direct from time to time.
- G. Maintain regular communications with the Board and the General Manager. When appropriate, the committee shall provide accurate and timely information about its activities for publication on the Association's website, and other communication vehicles, including email. It is the responsibility of the committee to ensure that this information is updated on a regular basis by the management company.

The Board has the power to determine the scope of responsibility of the Committee, and this Charter is not intended to create any restrictions or limitations on the Board's power to determine the jurisdiction of the Committee. Notwithstanding the foregoing, the Board reserves the right to direct the Committee to discontinue any action as the Board, in its sole discretion, may determine. Moreover, the Committee is prohibited from taking any actions not delegated to it by this Charter or by a vote of the Board.

The Procurement Committee (hereinafter "The Committee") shall advise and assist the Board by recommending policies and procedures to streamline the Association's procurement process and ensure the best possible value is received for Association dollars. All recommendations shall be subject to the final approval and/or modification by the Board of Directors. The Board has adopted this Charter for the purpose of directing the Committee in the conduct of its responsibilities.

ARTICLE II – GENERAL

The Committee shall conduct its affairs in strict accordance with the Maryland Homeowners Association Act, the Governing Documents, and this Charter; and in the interest of the Association. As such, the Committee is charged with

maintaining a constant awareness of the legal obligations, risks, and responsibilities of the Association. The Committee and all its members serve at the pleasure and direction of the Board.

ARTICLE III – ADMINISTRATION

The Committee shall be comprised of at least three (3) association members, with no more than

5 appointed by the Board in its sole discretion in accordance with this Charter. Only members who are in good standing with respect to the Governing Documents may be appointed to the Committee. All members of the Committee must have experience in procurement and/or legal contract/transactional experience. Available committee seats shall be advertised at least 30 days prior to appointment. Recruitment of candidates may be done through newsletters, email, websites or other means.

At the first meeting of the Committee, the members shall elect from among themselves a Chairperson, a Vice Chairperson and a Secretary who shall perform the usual duties of their respective offices, as well as the duties set forth below.

In the interest of ensuring strong communication between the Board and the committee, it is expected that the committee Chairperson, or their designee, shall attend each regularly scheduled business meeting of the Board. At least five business days prior to the monthly Board meetings, the committee Chairperson shall provide the General Manager with a typed report summarizing committee actions, including recommendations, updates on the status of pending tasks, and requests for assistance from the Board. This report will be included in the monthly Board meeting package. The Chairperson, or their designee, shall be available at the monthly Board meetings to answer questions

APPOINTMENT AND TERMS

Initial committee appointments shall be staggered so that approximately one-half of the committee members will have one year terms and approximately one-half of the committee members will have two year terms. Thereafter all committee members will be appointed for two year terms. The Board shall make additional appointments throughout the year as vacancies occur. These appointees shall serve for the remainder of the term of the committee member being replaced. Committee members in good standing are eligible for reappointment. Owners may not serve on more than one committee at a time. There shall not be more than one owner of a household serving on the same committee at the same time.

REMOVAL AND DISSOLUTION

The Board may remove any committee member, including the Chairperson, at any time for any reason. The committee may make recommendations to the Board, regarding the removal of committee members. A committee member may be removed, upon written notice from the committee Chairperson, for failure to attend two consecutive committee meetings, or a total of four per year. The Board may disband this committee at any time, for any reason.

ELECTION OF OFFICERS

The Chairperson of the committee shall be recommended by the committee members and appointed by the Board annually. Other officers shall be elected by the committee members. At a minimum, the committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee's meetings and submitting them, after committee approval, to the General Manager for inclusion in the next Board meeting package and posting on the Association's website. The minutes shall include a record of committee member attendance and all votes of the committee. The Chairperson, or Chairperson Designee, shall be responsible for chairing meetings of the committee. The Chairperson shall be responsible for responding in a timely manner to all pertinent communications, including email.

MEETINGS

Committee meetings shall be held in the Swim & Tennis Club facility. All committee meetings shall be open to homeowners. The committee Chairperson shall ensure that the General Manager is advised of all regular committee meeting and that those dates are publicized to the community through means deemed appropriate by the Board. If it is

necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the General Manager at the earliest possible time so that homeowners can be quickly notified. The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or cancelled meetings. "Special" meetings may be scheduled by the Chairperson upon two business days posted notice, stating the reason for the meeting.

The Chairperson shall provide the committee members with a meeting agenda at least two business days prior to its meetings. All committee meetings shall be conducted generally in accordance with Robert's Rules of Order. A quorum, of the committee must be present to convene a meeting or conduct formal voting procedures. A quorum is defined as a majority of the current members present either in person, by teleconference, video conference or other electronic means used to provide two way communications. A majority vote of members, while a quorum is present, will constitute a decision of the committee. All voting shall be conducted in open session.

The committee Chairperson shall designate an open forum time period at the beginning of the meeting for resident input. The forum time period shall not exceed three minutes per person. Upon completion of the open forum, further resident input shall be at the discretion of the Chairperson.

COMMUNICATIONS

In the interest of ensuring strong communication between the Board and the committee, it is expected that the committee Chairperson, or their designee, shall attend each regularly scheduled business meeting of the Board. At least five business days prior to the monthly Board meetings, the committee Chairperson shall provide the GM a typed report summarizing committee actions, including recommendations, updates on the status of pending tasks, and requests for assistance from the Board. This report will be included in the monthly Board meeting package. The Chairperson, or their designee, shall be available at the monthly Board meetings to answer questions.

The committee Chairperson is expected to maintain regular communications with the Board and the General Manager. When appropriate, the committee shall provide accurate and timely information about its activities for publication on the Association's website, and other communication vehicles, including email. It is the responsibility of the committee to ensure that this information is updated on a regular basis.

SUBCOMMITTEES, VOLUNTEERS AND OTHER RESOURCES

Subcommittees of the committee may be formed, subject to Board approval. Non-committee volunteers may be solicited by the committee, for assistance on certain specified projects. Such volunteer positions should be advertised to the Association membership for a period of 15 days before appointment. The committee may then make recommendations to the Board for approval. Volunteers are not members, voting or otherwise, of the committee.