

HACIENDA CARMEL COMMUNITY ASSOCIATION



Events and Entertainment (E&E) Charter

Purpose

The Events and Entertainment Committee (“E&E” or “Committee”) serves in an advisory capacity to the Board of Directors (“Board”) of the Association. The Committee shall conduct its activities in the best interest of the Association and in accordance with the Association’s governing documents, including the Articles of Incorporation, CC&Rs, Bylaws, applicable Board policies, and this Charter. The purpose of the Committee is to support community engagement by planning and coordinating social activities, events, and recreational programming for the residents of Hacienda Carmel.

Authority

The E&E Committee is a Standing Committee of the Association and serves at the direction and pleasure of the Board.

The Committee may:

- Plan and execute social activities, events, and recreational programming
- Recommend budget requests for annual programming and events

Responsibilities

The Committee shall:

- Promote social interaction and community engagement among residents
- Coordinate events and activities within budgets authorized by the Board
- Work collaboratively with management regarding event logistics, scheduling, and facility coordination
- Provide recommendations and reports to the Board as requested
- Assist in communicating upcoming activities and events to residents
- The Committee shall not organize or sponsor political or religious activities on Association property or using Association resources.

Restrictions

The Committee shall not independently incur expenses, retain consultants, or commit Association resources unless expressly authorized by the Board.

The Committee and its Members shall not:

- Represent themselves as speaking on behalf of the Board unless authorized
- Direct staff
- Approve expenditures unless specifically authorized by the Board

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- Exceed the annual budget allocation unless specifically authorized by the Board

Membership

The Committee shall consist of up to seven (7) members unless otherwise determined by the Board, consistent with the Association's Committees Policy.

Membership eligibility may include:

- Members in good standing who reside within the community
- Non-member residents of Hacienda Carmel, as specifically permitted under the Association's Committees Policy for the E&E Committee

Committee members, alternates, advisors, and the Chair serve at the pleasure of the Board and may be removed by the Board at any time, with or without cause. The Board may appoint a Board Liaison and/or staff liaison to support Committee operations.

Committee member terms and tenure shall be governed by the Association's Committees Policy and applicable Board appointments. Further, committee member eligibility shall also be subject to the requirements contained in the Association's Committees Policy.

Organizational Structure and Meetings

The Committee reports directly to the Board and operates pursuant to:

- * This Charter
- * The Association's governing documents
- * Applicable Board resolutions and policies
- * Applicable California Civil Code

The Committee shall meet as necessary to conduct Committee business. Meetings may be conducted in person or virtually.

The Committee shall maintain minutes, records of decisions, and recommendations, and shall provide reports to the Board as requested. All official Committee correspondence and records shall be maintained through the Association office.

The Committee has no authority to supervise or direct Association staff. All operational requests and communications shall be routed through the General Manager.

Quorum requirements and officer selection procedures shall be governed by the Association's Committees Policy.

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Unless otherwise determined by the Board or permitted by California Civil Code, Committee meetings shall generally be open to the Membership. The Committee may limit participation, attendance, or discussion as reasonably necessary to protect confidential owner information, privacy, and orderly Committee operations.

Confidentiality and Conduct

Committee members shall:

- Conduct themselves professionally and impartially
- Maintain confidentiality regarding owner information and confidential matters
- Avoid conflicts of interest
- Refrain from discussing confidential matters or owner information outside official Committee business

Co-Chair Responsibilities

The Co-Chairs shall:

- Facilitate Committee meetings
- Coordinate agendas
- Maintain orderly and consistent Committee operations
- Serve as liaison between the Committee, management, and the Board

The Co-Chairs do not possess unilateral authority beyond that granted to other Committee members unless specifically authorized by the Board.

Reporting and Record Retention

Copies of Committee minutes, correspondence, and related records shall be maintained by the Association as part of the Association's official records.

Annual Review

This Charter shall be reviewed periodically by the Board and may be amended, suspended, or repealed at any duly noticed Board meeting.

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Approval

This Charter was approved by the Board of Directors of Hacienda Carmel Community Association on **July 21, 2026** and supersedes all prior Committee charters.

Approved:

Signed by:  BE02F79602C748C...	secretary	8/11/2026
Signature	Title	Date