



EVENT PLANNING COMMITTEE CHARTER

Revised 01/9/2026

Purpose and Objective

The purpose of the Event Planning Committee (“EPC” or “Committee”) is to plan social and other activities and events that will appeal to the diverse community of Esplanade at Sommers Bend Community Association (“HOA”) members. Members shall be given priority attendance at all events. Family members and guests may be permitted to attend when space allows, subject to a cost differential established by the Committee. Certain events may be designated as Residents Only due to space or logistical limitations. Event funding from assessments must be used solely for the common benefit of owners (not friends and family).

Organization of the Committee

The Event Planning Committee is a group of up to 9 members (“Members”) appointed by and serving at the pleasure of the Board of Directors (“Board”) for not longer than a two (2) year term (“Term”). Each Member Term should be staggered so that at least three Members rotate off the Committee each year. The Committee shall elect a Chairperson (“Chair”), Vice Chairperson (“Vice Chair”), and Secretary at the first meeting of the new term. Committee Members can serve consecutive terms of elected roles during their tenure on the Committee. Should a member holding an elected position resign or be removed prior to term expiration, the remaining Event Planning Committee Members shall elect a person to fill the vacated role for the balance of the remaining term. Committee Members may not serve consecutive terms on the same committee so long as there are additional candidates willing to serve. After being off a committee for one (1) year, a former committee Member may be considered for re-appointment to the same committee. In the event there are not enough candidates interested in serving on the Committee, an existing Committee Member may be considered for re-appointment, thereby allowing said Member to serve a consecutive term on the same Committee. Board Members and staff may serve as non-voting liaisons to the Event Planning Committee.

Member Selection

The Board of Directors has developed the following procedures for the selection of Members to this Committee.

Criteria:

1. Only members in good standing may serve on the Event Planning Committee, and residents from the same dwelling may not serve concurrent terms on the Event Planning Committee.
2. Applicants already serving on another committee (but with a term expiring at the end of the current year) will be considered for appointment so as not to serve on two committees simultaneously. Applicants seeking appointment for simultaneous terms on two



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committees (for full and/or partial terms) may be considered on a case-by-case basis, so long as there are not additional candidates willing to serve on the Committee.

3. Candidates must be open to brainstorming and collaborating with others, have interest and/or experience in event execution, be willing to commit personal time, and possess strong organizational and communication skills. All Committee Members shall host and be active participants during events assisting before, during, and after events. Depending upon the event, set up may include removing portable heaters from storage and hooking up associated propane tanks. The Committee may enlist community volunteers to assist with events.

Process:

1. HOA management staff will publish on the HOA website and send out notice and interest forms to the community in October, two months prior to the Committee Members' two (2) year term of expiration.

2. HOA management will prepare a list of interested HOA members for Board review at the November Executive Session HOA meeting; first confirming that all those who have submitted interest forms are in good standing and advising if any applicant for the Committee is currently serving on another committee within the community.

3. The Board will review interest forms received from new candidates (and potentially existing Committee Members) and may or may not opt to conduct interviews to determine final appointments.

4. The appointees to the Committee will be announced by the Board at the following General Session HOA meeting, with a follow up confirmation in writing by HOA management staff. At no time during the selection process is an applicant to sit or participate on the Committee prior to her/his approval and appointment by the Board of Directors.

5. The existing chairperson will remain on the Committee after new appointees have been appointed. The existing chair will be an advisory chairperson and will remain in an advisory position with no voting authority. The role of this advisory chairperson is to mentor, guide, and advise new Members for a period of twelve (12) months.

Duties and Responsibilities

The Committee was established to plan, sponsor, support and host social events and activities. Responsibilities include an active role in the planning, scheduling, budgeting, preparation of events, set-up, hosting, breakdown and clean-up of events. Depending upon the event, contracting with janitorial services may be determined by the Committee and if so, will be executed through the assistance of the HOA management staff.



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A. The Committee will meet monthly with the HOA management staff to discuss upcoming event planning and post event debriefing; the Committee chair will circulate the meeting agenda in advance of the meeting.

B. It is important that Committee Members volunteer and host during events at the Esplanade Resort Campus Clubhouse. Members should help with set up, as well any other supports needed to execute successful events.

C. At each Committee meeting following large events, the Members are tasked with providing their insights, sharing feedback from residents, and offering recommendations for future events.

D. The Committee Members shall discuss and evaluate needs for future capital expenditures for event equipment at the Esplanade Resort Campus Clubhouse. It is the responsibility of the Committee to determine specific needs, and to submit requests for new expenditures in writing to the HOA management staff.

E. The Chairperson will conduct all meetings. If the Chairperson is not in attendance, the Vice Chairperson will conduct meetings. The Secretary will maintain minutes of every meeting and distribute final copies to all Committee Members within 3 days of the meeting completion. Should the Secretary not be able to attend a meeting, it is the Secretary's responsibility to confirm a substitute to take notes on the Secretary's behalf.

F. If a Committee member misses more than three (3) consecutive un-excused meetings during any calendar year, said member may be subject to dismissal, as determined by the Board of Directors. It is the responsibility of the Chairperson to report excessive absences to the Board.

G. Each Committee member will be required to sign the Code of Ethics and Conduct form. The Board may remove Committee member from the Committee at any time without cause or with cause for nonparticipation, disruptive behavior, loss of good standing status, or behavior the Board deems as inappropriate and divisive in nature. The Board will appoint another person as soon as practical to fill any vacancy, so long as the appointment doesn't increase current Committee size

H. Committee Members do not have the authority to manage HOA management Company staff, or to attempt to issue instructions to contractors other than as may be required during an event and in keeping with event contracted services. Committee Members may reach out independently to vendors for purposes of coordinating events, determining availability and cost quotes, however the vetting, contracting, and payment services are the responsibility of the HOA General Manager.

I. The Committee Chair may invite guests to Committee meetings as necessary to the advancement of the work of the Committee; however invited guests may not formally vote



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on any matter before the Committee or otherwise direct the manner in which the Committee conducts its business. The Committee reserves the right to ask the invited guest to leave the Committee meeting at any time and for any reason.

J. Each Committee Member and all volunteers must sign a Volunteer Release and Liability form.

Budget

The Committee has been entrusted with the responsibility of managing the event budget from the Board. It is the purview of the Committee at the direction of the HOA Board to determine both individual expenditures along with the overall budget as an aggregate. Individual expenditures require approval prior to the expenditure by the Board of Directors. Monthly, the Committee chair will submit an income statement to the HOA Treasurer that includes current income and expenditures as well as all prior months' income and expenditures for the current calendar year.

Event Planning Committee Purchasing Process

Purpose: To increase operational efficiency and reduce administrative burden for the purchase of items used by the Event Planning Committee ("EPC").

1. Online Orders

a) Items available from Costco, Amazon, Tablecloth Outlet, or Walmart are eligible for online purchase.

i) Process: An order will be prepared by the EPC and given to HOA management to complete the purchase

(1) Small number of orders to be provided to HOA management at least 3 days in advance of need

(2) Large number of orders (e.g. end of year) to be provided to HOA management at least one week in advance of need

(3) Propane orders must be requested at least four weeks in advance of need.

2. Large Orders (Over \$300)

a) For purchases exceeding \$300 and requiring in-store assistance

i) Process: Schedule an appointment with an HOA Board member to escort an EPC team member to the store for the purchase using the HOA Debit Card

3. Small Purchase (Under \$300)

a) Small, incidental purchases such as:



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(1) Dollar Store items

(2) Food or supplies for events and parties

(3) Small purchases \$5 - \$100

i) Process:

a. HOA Board to purchase one \$500 gift card from Vanilla.com to be charged to EPC, plus activation fee on the HOA debit card

b. HOA management to retain the card and provide to EPC upon request

c. Receipts to be provided to HOA management

d. EPC will be responsible for tracking card balance and will provide ample notice to purchase a new card when the balance is depleted.

e. EPC will be responsible if the card is lost while in their possession

f. EPC will be responsible for theft of gift card funds if it occurs in conjunction with a purchase