

LAKE COLUMBIA PROPERTY OWNERS ASSOCIATION (LCPOA)

CHARTER

Social Activities Committee

MISSION:

The mission of the Social Activities Committee is to plan, organize, and execute various social events and activities, in collaboration with the LCPOA Office, for the members of the Lake Columbia Property Owners Association (LCPOA). The events will aim to build community spirit, foster relationships among members, and provide a sense of belonging to the association.

The Social Activities Committee shall by consensus make recommendations to the Board of Directors concerning social activities for the Lake Columbia Property Owners Association (LCPOA). Work of the Committee shall be data driven and consistent with the LCPOA Deeded Restrictions and Bylaws.

AUTHORITY:

The Board of Directors has established by resolution the Social Activities Committee with oversight responsibilities as directed by the Charter or as additionally by the Board. The Committee shall conduct an annual review of the Charter and make revisions as needed to address the requirements of the LCPOA. The Board will review and approve the updated submitted Charter annually for January LCPOA Board Meeting.

REPORTING AND COMMUNICATIONS:

The Social Activities Committee Chairperson shall report the Committee's activities to the Board each quarter and as needed as circumstances require. The Committee shall have unrestricted access in a reasonable time frame, to management and all relevant information and data (as determined by the General Manager).

COMPOSITION AND TERMS OF APPOINTMENT:

The Social Activities Committee shall consist of an appointed Board Member, designated as liaison, and three Members in "Good Standing" (as defined in the LCPOA Bylaws) approved by majority of a quorum of the Board. Committee Members may not participate in any more than two (2) Committees at a time. The appointed terms for the Committee Members will be for three years; to coincide with the elections at the Annual Meeting in May and staggered in the beginning so at least two Members carry over to the next election when a vacancy occurs to maintain continuity and fresh perspective. Quorum will require the attendance of two members (with call in/and or virtual being acceptable as present by LCPOA Bylaws). The Committee Members will elect a chairperson annually, who is not a Board Member. All Committee Members must sign the LCPOA Board and Committee Code of Conduct Policy.

MEETINGS:

The Social Activities Committee shall meet as often as necessary to plan and execute events, at least once each quarter. The Chairperson will manage the meeting using the agenda and summary templates provided and send them to the board liaison.

RESPONSIBILITIES:

1. Develop and maintain the yearly budget and donations for events sponsored by the Association and ensure that expenses are within the approved budget and donations.
2. Plan, coordinate, draft publications i.e. flyers (General Manager will handle publishing), schedule food trucks, and manage Social Activity Events (see Matrix and Legend).
3. Evaluate and recommend proactive measures for any emerging Activities-related concerns presented to the Committee.
4. Ensure that the Board receives accurate and complete Events-related information.
5. Perform any other oversight function as requested by the Board. Plan, organize, draft publications, schedule food trucks, and execute social events and activities that are in line with the purpose of the Committee. Ensure that all events are well-planned, organized, publications drafted, food trucks scheduled, and executed in a timely and efficient manner.
6. Coordinate with other committees, as needed, to ensure seamless execution of events.
7. All Committees receiving a copy of the LCPOA Deeded Restrictions and Bylaws for reference.
8. Charter with Matrix to be approved annually by the LCPOA Board.

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SOCIAL ACTIVITY EVENT PLANNING AND ROLE ASSIGNMENT MATRIX

EVENT	TYPE	OCCURENCE	AUDIENCE	FUNDING	COMMITTEE ROLE	OFFICE ROLE
PICNIC	MAJOR	ANNUALLY	FAMILY	ACTIVITES OPERATIONAL BOARD-APPROVED CURRENT YEAR BUDGET AND/OR DONATIONS AS NECESSARY	MANAGE	SUPPORT
SUMMER KICK-OFF (Social Activities Committee Fund Raiser)	MAJOR	ANNUALLY	ADULTS	ACTIVITES OPERATIONAL BOARD-APPROVED CURRENT YEAR BUDGET AND/OR DONATIONS AS NECESSARY	MANAGE	SUPPORT
MOVIE NIGHT	MAJOR	SUMMER AND FALL	FAMILY	ACTIVITES OPERATIONAL BOARD-APPROVED CURRENT YEAR BUDGET AND/OR DONATIONS AS NECESSARY	MANAGE	SUPPORT
FOODTRUCK	MAJOR	SUMMER	FAMILY	VENDOR \$50 FEE, AS APPROVED BY LCPOA BOARD	MANAGE	SUPPORT
ADHOC ACTIVITIES	MINOR	AS SCHEDULED	VARIOUS	ACTIVITES OPERATIONAL BOARD-APPROVED CURRENT YEAR BUDGET AND/OR DONATIONS AS NECESSARY	MANAGE	SUPPORT

LEGEND:

- MAJOR = CONTRACT, INSURANCE, AND/OR LCPOA FUNDING
- OFFICE SUPPORT = ADMINISTRATIVE SUPPORT – FUNDING, PUBLISH COMMUNICATIONS, VENDOR AGREEMENTS, INSURANCES, LICENSES, PAYMENTS.

Dated: 02/23/2026