

# **FUNDRAISING COMMITTEE RULES AND REGULATIONS**

## **I. FORMATION.**

- a.** The Fundraising Committee (FRC) was formed by a Common Elements Board vote in 2025.
- b.** The FRC was formed for the purpose of creating events and opportunities to gather community members and raise money for the Common Elements Deferred Maintenance Fund (CEDMF).

## **II. AUTHORITY.**

- a.** The FRC shall have the authority to create events to promote community engagement and encourage use of community facilities, with the goal of fundraising for future projects and improvements.
- b.** Events shall be open to all community members.
- c.** The FRC should not be focused on promoting any business or any individual.
- d.** The FRC answers to the CE Board. All requests beyond designated tasks must be approved by the Board.
- e.** All net profits from FRC events shall be submitted to be deposited in the CEDMF.
- f.** The FRC will work with the designated Community Calendar Record Custodian (CCRC) to coordinate dates for all events.
- g.** Board meetings of all clubs and common elements shall take precedence over FRC events.
- h.** FRC events shall take precedence over Social Club Events, however, the FRC and Social Committee shall work together to avoid any conflicts or join events for the benefit of the community at large.

Social Club historically has held events for various holidays and celebrations, and FRC will work with Social Club to ensure they continue.

- i. All events conducted by the FRC must provide a profit/loss statement to the CE board at the next scheduled meeting, and shall submit all net profits to the CE treasurer.
- j. The management company shall post all minutes, profit/loss statements, and other documentation related to the FRC.
- k. FRC treasurer shall maintain records to allow for inspection by any CE board member upon request.

### **III. OFFICERS.**

- a. The FRC shall hold an annual meeting each year for the election of board members. The following positions are available: President, Vice President, Secretary, Treasurer, and Member at Large;
- b. The FRC must have an uneven number of board members, and at minimum, a president, vice president, treasurer, and secretary; with a person capable of serving in dual roles.
- c. Minutes shall be kept from all meetings of the Board, including Executive session, and shall be submitted to the management company for publishing.

### **IV. RENTALS.**

- a. The renting of the Clubhouse shall fall under the purview of the FRC.
- b. Rentals shall be in accordance with the Rules and Regulations of the Common Elements.
- c. Upon receipt of a private event request, FRC shall coordinate with the CCRC to ensure the date is available. A meeting shall be established to go over the Rules and Regulations of the Common Elements as it

pertains to private rentals, collect payment and deposit, and ensure the renter signs the board approved Rental Agreement.

- d.** The renter and FRC member shall tour the facility to ensure there is no damage prior to event. Following the event, within 24 hours, an FRC member shall inspect the event space for any damages or necessary charges to the deposit. A statement will be prepared detailing the same and provided to FRC president to approve. If any money is held from the deposit, a CE board member must also sign the statement.
- e.** The FRC shall also prepare a list of available items and décor that can be rented for private events, with a price list for the same.
- f.** All proceeds go the CEDMF, and shall be delivered to the CE board at the next meeting, with contract, closing statement, and submission of funds.