



111 E. Chestnut Condominium Association

2014 Committee Charters

I. Operations:

Chair: TBD

Responsibilities will include assigning sub-committee chairpersons, in consultation with the Board President.

Members: TBD

Mandate: Assess and advise board and management on matters of general building operations, including issues pertaining to maintenance, up-keep, and security. Consult closely with the building property manager.

Current Issues to Consider: Identify various topics in need of attention of the management and the board. Address residents' concerns regarding staffing, overall building maintenance and security.

II. Design:

Chair: TBD

Members: TBD

Mandate: Review functional and/or aesthetic (if applicable) aspects of infrastructure or development project(s) under consideration, as requested by the Board. Consult on selection of seasonal decorations, floral arrangements and other esthetic concerns in building.

Current Issues to Consider: Consult with Board regarding design elements for future corridor renovation (painting/carpet replacement/lighting/other) after installation of fire safety components; Provide recommendation regarding any furniture and other décor selection; Assist in accessorizing/furnishing/maintaining Chestnut and Conference Rooms as well as east and north decks along with other interior and exterior areas of the building; Research development possibilities of north, south and east decks.

III. Rules and Regulations:

Chair: TBD

Members: TBD

Mandate: Advise the board on recommended changes to current Association Rules and Regulations.

Current Issues to Consider: Structured review of our Association's Rules and Regulations and advice regarding outstanding proposed policy changes resulting from the prior committee's recommendations; Consider modified fine/fee structure and rules/regulations governing the use of common areas by residents.

IV. Cable TV/ Internet:

Chair: TBD

Members: TBD

Mandate: Advise board on future Cable/TV Internet services that may be desired in our building when our current RCN contract expires. Assist the Board in structuring a poll to determine homeowner satisfaction with our current services and identify any unfulfilled desires.

Current Issues to Consider: Maintain existing bundled RCN Internet and cable TV package or modify it in a fashion that takes the wishes of the majority of homeowners.

V. Social:

Chair: TBD

Members: TBD

Mandate: Advise board and management on ways to improve social interactions among residents, morale among staff and to enhance the sense of community in the building.

Current Issues to Consider: Assist management in organizing social activities, holiday parties or other assorted gatherings for staff and/or residents.

VI. Finance:

Chair: TBD

Members: TBD

Mandate: Assist the Board and Treasurer in assessing Association financial matters.

Current Issues to Consider: Consider the Association's funding strategy for capital improvement projects; Reference updated reserve study to advise the board on prioritizing and sequencing future infrastructure projects under consideration.

VII. Engineering:

Chair: TBD

Members: TBD

Mandate: Study and consider various infrastructure and energy efficiency projects under consideration and assist the Board in evaluating our Association's best options.

Current Issues to Consider: Study and explore negative air pressure concerns and possible VFD (variable frequency drives) deployment; lightning suppression system for roof and crossover circuit architecture for possible electrical generator hookup; Propose a program to digitize critical Association paper documents and regularly backup data to off-site server; Consider key fob elevator access to increase security and electronic tablet bulletin boards in elevators; Study feasibility of "leaky coaxial" feeders for boosting cell signals in building; Identify other engineering issues of importance for board's consideration in the future.

111 E. CHESTNUT CONDOMINIUM ASSOCIATION: COMMITTEE CHARTER

(Generic Charter Below)

AUTHORITY: The Illinois Not for Profit Corporation Act empowers the Board of Directors of 111 E. Chestnut Condominium Association to establish Committees to make recommendations to the Board. The Board, pursuant to this authorization hereby forms the **[Insert Name Here]** Committee to serve until the next annual meeting.

PURPOSE: **[Copy/Paste Mandate information from above summary, as applicable]**

MEMBERSHIP: Membership on this Committee is restricted to resident and nonresident owners. The President shall appoint the chairperson and consult with chairperson regarding membership. The Committee shall consist of not more than five (5) members, however a minimum of three (3) active members are required for the committee to remain viable.

PROCEDURES:

1. The condominium association's board president will appoint each committee's chairperson and will designate a Board liaison with whom the chairperson will occasionally consult.
2. The committee's chairperson will select each committee member and subcommittee chairperson, in consultation with the board president. Subcommittee

chairpersons will select their own committee members in consultation with the committee chairperson and the board president. Committees shall contain no current board members or non-homeowners.

3. Informal meetings will be held as needed. It is the duty of the chairperson (or subcommittee chair) to call the committee together and to provide written notice to all committee members of the scheduled meeting date, time and place. Committee meetings will be open to homeowners to observe. Only members of the committee or sub-committee may vote on items that are called for a vote at a committee meeting.
4. Committee meeting dates shall be posted on the Association's website and building bulletin boards at least 48-hours in advance of each scheduled meeting.
5. The committee should submit a written report to the Board of Directors via the managing agent prior to a regular meeting of the Board. This report should contain recommendations that have been agreed to by a majority opinion at a meeting of which every member has been notified. A verbal presentation may be requested, at the discretion of a majority of the board or its president.
6. The committee (or sub-committee's) chairperson may ask members to research and perform various tasks related to the function of that committee.
7. The committee, through its chairperson, may consult with the manager, but shall not provide direction and/or supervision to the manager or any staff member.
8. The committee shall not have spending authority, nor shall they be authorized to enter into contracts on the Association's behalf, nor shall be authorized to give direction to consultants or contractors. Committee members shall not have direct contact or communication with service providers or contractors on behalf of the Association. Failure to observe any of the above procedures may result in disbandment of the committee or subcommittee.
9. Committee recommendations to the Board are advisory only.

[Approved at July 21st 2014 Open Board Meeting]