

PACIFIC TOWER CONDOMINIUM ASSOCIATION

DECORATING COMMITTEE CHARTER

Board of Directors of the Pacific Tower Condominium Association establishes the PTCA Decorating Committee pursuant to this Charter as follows:

1. Purpose:

- The purpose of the Decorating Committee is for updating and decorating of common areas of the PTCA in order to maintain continuity and overall compatibility of design.

2. Responsibilities:

- Develop and organize Common area Decorations.
- Solicit from residents suggestions for Decorations.
- Prepare and submit, for Board approval, recommendations for funding.

3. Members:

- Any PTCA member in good standing may join this Committee.
- Every volunteer on the Committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.
- The Committee members will select a Chairman.
- Board members are allowed to be active member(s) of this Committee.
- The Committee membership will not be limited to a specific number. In general, all those interested can participate.

4. Committee Chair Duties:

- The role of the Chairperson is to draft the agenda, schedule the meetings, and ensure the meetings are professional and efficient.
- Act as a liaison between the Committee and the Board of Directors.
- Ensure committee expenditures do not exceed or deviate from the approved budget without the approval of the Board of Directors.
- Ensure receipts for expenditures be submitted within 60 days of the expense.
- Be present at Committee meetings and Board of Directors meetings at which a report of activities and recommendations shall be presented.

5. Appointment / Removal of Members:

- Members of the Decorating Committee serve at the discretion of the Board of Directors and are added or removed from the Committee by a majority vote of the Board of Directors.

Adopted June 20, 2016 PTCA Board of Directors