

DOCUMENT REVIEW COMMITTEE CHARTER

SEAGROVE PROPERTY OWNERS ASSOCIATION, INC.

Mission Statement and Authority

The Committee reviews from time to time the Association's governing documents, including its Rules & Regulations, its committee charters and procedures, and other documentation related to the Association as may be requested by the Board. The Committee makes recommendations to the Board for consideration of any modifications to existing documents or approval of any new documentation. It is an advisory committee to the Board formed pursuant to Section 617.0825 of the Florida Not For Profit Corporation Act and has no legal authority to act for the Association.

Membership

1. The Chair of the Committee will be appointed by the Board. The Board, with recommendations from the Chair, will appoint other members of the Committee (who may or may not be members of the Board but who, in any case, must be members in good standing of the Association - that is, they must be named on the deed to the property or be a named trustee if the property is held in trust, and must not be 90 days or more delinquent in paying any fee, fine, or other monetary obligation to the Association), each to serve a one (1) year term. Appointment to the Committee requires a majority vote of the directors.
2. The Board may fill vacancies on the Committee by a majority vote and may remove a member from the Committee at any time, with or without cause.

Operations

1. The Committee will meet with such frequency as it may determine. The Chair will preside over Committee meetings. A majority of Committee members will constitute a quorum. Committee recommendations to be submitted to the Board will require a vote of a majority of the Committee members present at a meeting at which a quorum is present, participating in person or via telephone or teleconference.
2. The Committee will report its activities to the Board at least quarterly, either by attendance at a Board meeting or a written report submitted in advance of a meeting.
3. The President of the Board may attend all Committee meetings.
4. The Committee may invite any non-Committee member of the Association to attend meetings or meet with Committee members.

Responsibilities:

1. The Committee's responsibilities include matters involving the Association's Amended and Restated Declaration of Covenants and Restrictions, dated August 13, 2021 (the "**Declaration**"), its Amended and Restated Articles of Incorporation (the "**Articles**"), dated August 13, 2021, its Amended and Restated Bylaws, dated August 13, 2021 (the "**Bylaws**"), its Architectural Review Criteria (the "**Criteria**"), and Rules & Regulations (all together, the "**governing documents**"), the documents used by the Association for Renter Application\Approval and for New Buyer Notification and the procedures related thereto, Committee charters and procedures, and Board of Directors' procedures. If any governing or other documents covered hereunder are modified in the future an appropriately amended Charter will be reviewed by the Board at that time.
2. The Committee Chair will work with the Association's property management company to ensure that current versions of the Association's governing documents are available on the user portal for members to access, as well as current copies of the Rules & Regulations, all committee charters, and lists of committee members. The Committee may also work with the Board, as requested, and the property management company on various "templates" to be used for matters involving matters such as violation letters and other communications to members, to help ensure such communications to members are timely, clear, complete, and consistent, and that they comply with any applicable statute, governing documents or committee charters and procedures.

Procedures:

- The Committee will review this charter at least annually and recommend any proposed changes to the Board for review. The Board may amend this charter at any time by majority vote.
- No Committee member is empowered to indicate or grant to any Seagrove resident a waiver from any provision of the Association's governing documents. Any such request or inquiry should be forwarded to the Board member on call or to the full Board, as appropriate.
- The Committee shall not send out surveys or otherwise directly communicate to all residents without first receiving the Board's approval for such communication.
- At any time that the Chair of the Committee changes, whether due to resignation, expiration of board term or any other reason, the Committee will assemble and provide to the Board a "Transition Report". The Transition Report shall contain a list of documents currently under review by the Committee, the current state of any Committee recommendations that are pending review by the Board, and any documentation or other matters related to the operations and responsibilities of the Committee as to which a new Chair should be informed, all for the goal of a smooth transition in responsibilities.
- If at any time the provisions of this Charter conflict with the Association's governing documents or Florida law, such documents or law shall govern.