

**MOUNTAIN SIDE CONDOMINIUM ASSOCIATION
COMMITTEE CHARTER
Insurance Committee**

REPORTS TO: Board of Directors

(06/15/2023)

ORGANIZATION: The Committee will consist of a total of 5 members including no less than 2 current directors and 2 members of the community who possess relevant expertise.

APPOINTMENT: The Committee members are to be appointed by the Board of Directors. The Committee members will annually elect a Chairperson and a Recording Secretary. The Chairperson shall meet the same qualifications as required by the Association's governing documents as individuals to be elected to the Board of Directors. The Board of Directors reserves the right to remove and replace any member of the Committee at any time for any reason or no reason, as it deems appropriate to the overall interest of the community. A Committee member may resign at any time for any reason by giving written notice to the Board of Directors.

MEMBER QUALIFICATIONS: The Committee shall be comprised of persons who are members of the Association in "good standing", current in the payment of assessments and otherwise in compliance with the governing documents of the Association. Only one individual per Unit may serve on the Committee. Any Committee member who is absent for three consecutive Committee meetings shall be deemed to have resigned from the Committee.

MEMBER COMPENSATION: Committee members shall not receive compensation for any services they may render as a member of the Committee. However, Committee members may be reimbursed for actual expenses incurred in the performance of Committee duties so long as such expenses are approved in advance by the Board of Directors.

PURPOSE: The purpose of the Committee is to:

Explore options for full insurance coverage of Mountain Side Condominium Association building assets with policy period beginning 6/1/2024, including, but not limited to splitting the existing Association into multiple building units, each with its own Association, under a Master Condominium Association.

RESPONSIBILITIES:

Members of the Committee shall research insurance market options, including cost and logistics to restructure the existing Condominium Association and make recommendations to the Board.

EXCLUSIONS AND LIMITATIONS:

This committee shall have no authority to enter into a contract, approve expenditures or otherwise commit or bind the Association to any financial obligation or performance. Further, this Committee shall seek Board approval prior to engaging legal counsel on any discussion.

MEETINGS: Committee meetings will be held at least monthly on a regularly established schedule, unless the Chairperson, due to extenuating circumstances decides otherwise. The meeting schedule is to be published on the Association's website one week before each meeting. The Agenda for regularly scheduled meetings is to be provided to the Committee members at least 72 hours prior to the scheduled time of the meeting. Meetings are open to all members of the Association.

DECISIONS: A majority of the Committee members shall constitute a quorum. Decisions of any Committee are approved by a simple majority vote of a quorum, present and voting. Voting by proxy is prohibited. Committees may take action without a meeting to the same extent and in the same manner as the Board of Directors.

REPORTING: The Committee will maintain minutes of all meetings and records of all action taken outside of a meeting. Minutes of meetings and documentation of action taken outside of a meeting including participants, agenda, motions/resolutions/recommendations and voting shall be submitted to the Board, in care of the Association's management company within 7 days after the scheduled meeting or action taken. If a quorum is not established, minutes of attendance and discussions shall be submitted.

ETHICS: Committee members shall disclose any conflict of interest which shall include any contract, transaction, or other financial relationship between the Association and the Committee member, or between the Association and a party related to a Committee member, or between the Association and an entity in which a Committee member is a director or officer or has a financial interest. After disclosure, the Committee member shall abstain from voting on the matter. The minutes of the meeting shall reflect the disclosure made, the abstention from voting, the composition of the quorum and record who voted for and against.

CONFIDENTIALITY: Members of the Committee understand that in connection with their service on the Committee, the members will have access to certain confidential information such as information involving security, bid pricing, vendor personnel information, and homeowner finances or personal considerations. Committee members are prohibited from disclosing such information and are to maintain such information in the strictest of confidence. Members of the Committee are further prohibited from using a Committee position for personal or financial gain. Any individual requesting access to information or copies of documents, other than agendas, should be directed to the Board of Directors who will provide such information in accordance with the Association's Inspection of Records Policy and applicable law. Any member who breached their duty to maintain confidentiality shall be immediately removed from the Committee.

RETURN OF DOCUMENTS: Any Committee member who is removed or resigns from the Committee shall return all information and documentation in their possession that was obtained in connection with the member's service on the Committee to the Board of Directors within 5 days of his/her removal or resignation.