

TANTERRA HOMEOWNER'S ASSOCIATION, INC.
Adult Beverage Committee Charter

The purpose of the Adult Beverage Committee is to assist the Board of Directors of the Tanterra Homeowners Association, Inc. (the "Board") in overseeing the serving of alcoholic beverages at Association functions and on Community Grounds. Pursuant to its authority under the Maryland Code and the Association's Governing Documents, the Board hereby establishes the following procedures, rights and responsibilities for the Pool Committee.

A. RESPONSIBILITIES.

The Adult Beverage Committee shall:

1. Develop rules for the safe serving and consumption of beer and wine served at the Tanterra Pool. These rules will follow the laws and guidance of Montgomery county and the State of Maryland. The rules will be available for review where the alcohol is served, and all patrons who consume alcohol are required to acknowledge reading them.
2. Formulate an alcohol plan for approval by the Board as required by Montgomery County.
3. Apply to Montgomery County for a "One Day License" for each day alcohol is served at the pool. The chair or a designee shall be Tanterra's authorized representative to apply for the one-day license on behalf of the Tanterra Homeowners Association. The Committee may also apply for a one-day license for Social Committee functions.
4. All new rules for the consumption of alcohol will be approved by the Tanterra Board of Directors; provided, however, that the Committee is authorized to implement new rules on an emergency and temporary basis during the pool season for safety reasons without prior Board approval; provided, however, that the new rules shall be reported to the Board at the next BOD meeting for final approval and ratification.

B. AUTHORITY.

1. The Committee is a sub-committee of the Pool Committee and acts under the supervision of Pool Committee Chairperson. It also serves at the discretion and pleasure of the Tanterra Board of Directors.
2. All funds for the purchase of beer and wine on Sundays, Memorial Day and Labor Day will come from donations which homeowners and associate members contribute on a voluntary basis. The HOA may collect voluntary contributions on behalf of the Tanterra Adult Beverage Committee. All contributions collected by the HOA are to be given to the Committee for depositing. The Committee may also collect contributions directly from Associate Members and Homeowners throughout the pool season. All funds shall be deposited in the checking account "Tanterra Adult Beverage" for accountability.

Subject to Section B.3. below, the Committee is authorized to spend money out of this fund for the purchase of beer and wine, CO2, and supplies needed for the serving or consumption of beer and wine, as well as for the repair of keg boxes and refrigerators. If members of the Committee cannot fix a keg box or refrigerator, they can call a company to have it repaired. Any funds left over from year to year will be available for future Committee use.

3. The committee can make purchases of new equipment or improvements up to \$1000 without further Board approval. Purchases above \$1000 must be approved in advance by the Tanterra Board of Directors. If something is needed prior to the next Board meeting, an email will be sent to all Board of Directors requesting approval. If approved, said approval will be noted and ratified at the next Tanterra Board of Directors meeting

C. APPOINTMENT

The Adult Beverage Committee shall be comprised of 1 or more members, as determined by the Board.

Committee members will be appointed by the Board. Members in good standing may be reappointed annually. Appointment will be made at the 1st Board of Director's meeting of the new year

Upon the resignation of a Committee member the board will advertise for a new member at least fifteen days prior to appointment.

Recruitment of candidates may be done through the website, posting in the newsletter, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. Interested homeowners must submit a written request for appointment to the Committee.

The Board of Directors may remove any Committee member, including the chairperson, at any time.

D. COMMITTEE CHAIRPERSON

The Board shall appoint the Chairperson of the Committee. The Chairperson is hereby authorized and empowered to handle the day-to-day operations of the Adult Beverage Committee in accordance with this Charter. The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee, when held. Chairperson shall be responsible for keeping minutes of the Committee's meetings and submitting them to the Board, in a timely manner, for inclusion in the Board Minutes. Committee Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of all votes of the Committee Members.

E. MEETINGS.

There will be at least one meeting a year of the committee. Meeting may be held by Zoom (or other similar platform), at the pool pavilion or meeting room. Meeting must be announced with at least 6-day notice. Meeting must be announced on at least the Tanterra.com website and Tanterra Facebook page (or other similar platform). Notice may also be announced in Tanterra Today.

F. COMMUNICATIONS.

The Chair of the Adult Beverage Committee is to keep the Chair of the Pool Committee informed on any incidents involving alcohol at the pool. The chair will also provide a monthly expense report to the Chair of the Pool Committee. The Pool Committee Chair will then report these to the monthly Board of Directors meeting.