

**THE PARK TOWER CONDOMINIUM ASSOCIATION
NEW RESIDENTS WELCOMING COMMISSION CHARTER
UPDATED JUNE 2014**

AUTHORITY: The Illinois Not for Profit Corporations Act empowers the Board of Directors of The Park Tower Condominium Association to establish Commissions to make recommendations to the Board. The Board, pursuant to this authorization hereby forms the New Residents Welcoming Commission. It shall be called the "New Residents Welcoming Committee".

PURPOSE: To communicate rules, facts, and information about Park Tower Condo and Association living to all new Owners and Tenants of Park Tower. The Committee will hand out useful forms and notices with information pertinent to Park Tower, including the rules and regulations and other documents that all residents and owners should be familiar with.

MEMBERSHIP: Membership on this Commission is restricted to both resident and non-resident owners. The Board shall appoint a Chairperson by resolution. The Chairperson may recommend guidelines for ongoing membership to the Commission, to be considered by the Board of Directors. Board Members and Management personnel may attend meetings, but may not act as official members or participate in Commission votes. The Board shall appoint a Director to act as a liaison between the Commission and Board for consultation, guidance and communication. Board Members may participate in communication related tasks and activities at the direction of the Commission.

PROCEDURES:

1. It is the duty of the Chairperson to call the Commission together.
2. Meetings should be held monthly with individual meetings scheduled as needed.
3. The Commission Chairperson may appoint members to perform various tasks as may be necessary.
4. The Commission, through its Chairperson, is expected to work with the Management, but shall not provide direction and/or supervision.
5. The Commission shall not have spending authority nor shall they be authorized to give direction to consultants or contractors that may be engaged for services provided to the Association, unless specifically authorized by the Board of Directors.
6. The Commission may consider including information forms, rules and regulations packets, notices or other information from the Management, or other sources at the discretion of the Chairperson.

Approval of the Board of Directors:

7-14-14
Date

BY:

[Signature]
President

Beth Terry-Lundy
Secretary

7-14-14