



## **FACILITIES COMMITTEE CHARTER**

### **Purpose and Objectives:**

The Facilities Committee has been formed to help ensure that the Association property is being maintained in good order and repair. The Facilities Committee scope of work includes a) developing preventative maintenance programs and guidelines for recommendations to the Board of Directors b) investigating and making recommendations to the Board regarding the need for purchases, repairs and maintenance of the common areas and common area facilities and c) performing relevant reviews, studies and tasks as assigned by the Board.

### **Organization of the Committee:**

The Committee shall initially consist of (5) members and may be expanded or contracted by the Board of Directors as deemed necessary. To remain a functioning committee, committee size will be maintained at a minimum of five (5) members total, and three (3) members minimum at any meeting to establish a quorum.

Each member will be appointed by the Board of Directors to serve a one (1) year term. All members serve at the pleasure of the Board and may be removed at any time by a vote of the Board. The Committee itself can be disbanded by a vote of the Board. The Committee reports to the Board of Directors, through the Community Manager, and must comply with all applicable legal documents as well as applicable State, Federal and local laws and regulations.

### **Member Selection:**

The Board of Directors has developed the following procedures to provide a consistent and equitable method for the selection of members when there are vacancies on this Board Committee.

- A. Management staff will prepare a list of names for the Committee after soliciting volunteer Interest Forms from members.
  1. The qualifications for membership in this committee are based on having technical expertise in various areas of construction, architecture, and engineering, including: Engineering, Civil Engineering, Mechanical Engineering, Commercial or Residential Construction, Construction Design, General Contracting, Architectural expertise, Facility Management, IT, Plumbing and Electrical experience.
  2. Additionally, ideal candidates will be skilled in areas of project management, and possess a customer service mindset, communication skills, problem solving abilities, leadership experience and professionalism.

B. The name(s) of the applicants and their interest forms are to be forwarded to the Board of Directors for their consideration and appointment of members to the Committee for their next Board Meeting.

C. At no time during the selection process is an applicant to sit or participate on a committee prior to her/his approval and appointment by the Board of Directors.

#### **Duties and Responsibilities:**

- To periodically review and physically inspect the Association property in conjunction with the Community Manager to ascertain that it is in good repair and order and determine areas of deficiencies.
- Once the need for repairs and maintenance of the common areas or items within common area facilities has been established, determine the method of repair, and make a recommendation to the Board of Directors via the Community Manager.
- To perform special assignments from the Board of Directors regarding facilities issues.
- To assist the Community Manager in inspecting the work of vendors on Facility projects after their completion
- To attend the General Sessions of the Board of Directors meetings to keep both the Board and membership informed by reporting committee activity. The Committee Chair will submit items for presentation to the Community Manager (10) days before each Board Meeting, so that they can be included in the Board Packet and be added to the agenda. If the Committee Chairperson is unable to attend a meeting, she/he will appoint another committee member to present updates.
- When directed by the Board, prepare specifications for work to be performed and Requests for Proposals (RFP) so three (3) bids can be sought and compared in an equitable and fair manner and forward responses received to the Community Manager to be reviewed by the Board for review and determination on action.
- Upon request by the Community Manager, the Facilities Committee may be asked to coordinate with the Financial Advisory Committee on an annual review of the Reserve Summary, advising the Board of issues which may impact the ability to fund necessary replacement of Association property.
- Each Facilities Committee member will be required to sign the Code of Ethics and Conduct form. The Board may remove a committee member from the committee at any time without cause or with cause for nonparticipation, disruptive behavior, loss of good standing status, or behavior the Board deems as inappropriate and divisive in nature. The Board will appoint another person as soon as practical to fill any vacancy.

#### **Budget:**

Budget allocation will be determined by the Board.

**Updated 10/17/23**