

CHARTER FOR BUILDINGS COMMITTEE

AUTHORIZATION

The Buildings Committee is established by the Board of Directors under ARTICLE V, Section 2(g), of the By-Laws of the Heritage Harbour Community Association on February 10, 1998, and serves at the pleasure of the Board.

PURPOSE

The Board of Directors requires the support of the Buildings Committee in maintenance, upkeep, and improvement of common property and facilities.

SCOPE

Except as hereinafter restricted, the area of responsibility of the Buildings Committee includes all buildings and installed equipment of the community:

- Lodge
- Clubhouse
- Outdoor and indoor pools and spa
- Golf course pump houses
- Any ancillary structures associated with these facilities.

The committee's area of responsibility extends to drainage facilities and utilities services associated with the buildings under its cognizance.

The committee's responsibility does not extend to installed or portable:

- Television equipment in the lodge, which is under the cognizance of the Television Committee
- Food preparation and service equipment in the clubhouse, which is under the cognizance of the Clubhouse Dining Room Committee.

PRIMARY FUNCTIONS

The primary functions of the committee are:

- Advise and give recommendations to the Board concerning the maintenance, modification, and replacement of property and facilities within its area of cognizance
- Participate in long range planning for maintenance of property within its scope

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- Recommend and justify capital improvement projects to the Board of Directors
- Make recommendations to the General Manager regarding projects within its area of cognizance
- Review proposed solicitations and evaluate proposals as requested by the General Manager or the Board
- Evaluate contractor performance as requested by the General Manager or the Board
- Review proposed budgets for the committee's area of cognizance
- Advise and give recommendations to the Board concerning the performance of the General Manager relative to the committee's area of cognizance
- Provide assistance to the General Manager as requested by either the Board or the General Manager.

SPECIALIZED FUNCTIONS

The committee has the following specialized functions:

- Recommend to the Board standard operating procedures for the energy management system
- Evaluate effectiveness of the operation of the energy management system as requested by the General Manager or the Board
- Recommend to the Board standard operating procedures for the water quality control system for the swimming pools and spa.

COORDINATION

The committee shall coordinate with the Board of Directors the planning and implementation of all proposed and approved buildings-improvement projects that might expend capital improvement resources. The committee shall coordinate its other activities with the General Manager and with the Clubhouse Dining Room, Golf, Grounds, and Swimming Committees. The committee should send representatives to the periodic coordinating meetings of Board Committees.

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MEMBERSHIP

The committee shall have:

- A chairperson committed to the effective functioning of the committee appointed by the President in consultation with the Board of Directors and can be suggested by the committee.
- At least two other members to be selected by the chairperson.

The committee shall adopt committee rules that define its officers, terms of office, election procedures, and membership procedures and file these rules in the Association office.

MEETINGS

Meetings of the committee shall be open to all Association members and be advertised in *Harbour Lights*, on the Heritage Harbour television channel, or by some other appropriate means. The committee shall provide records of its activities for filing by the General Manager. These records shall be available for review by the Board of Directors or any Association member, and be passed on to successors.