

## **JCCA FACILITIES COMMITTEE CHARTER, Adopted 1/31/23**

### **Purpose**

The Facilities Committee is responsible for providing the Board of Directors with expert advice regarding investments, improvements, and maintenance of the JCCA common areas, swimming pools, tennis courts, club house, roads, greenbelt structures, entry/exit gates, and other administrative and maintenance facilities.

The Facilities Committee works closely with the Finance Committee in insuring that a unified investment profile is maintained, and that expected useful life estimates and maintenance/upgrade expenses and timing utilize the same underlining data base.

### **Membership**

The Facilities Committee shall be comprised of no less than five nor more than seven homeowners approved by the BOD. A majority of the members shall be necessary to constitute a quorum for the transaction of business.

The Board of Directors shall elect the first chairperson from within the committee who will be responsible for submitting activity regularly to the BOD for publication to the homeowners; setting meeting agendas; assigning committee tasks; and presenting the proposed budget for any projects to the Finance Committee. The Facilities Committee shall elect subsequent chairpersons.

### **Responsibilities**

The Facilities Committee will prepare an annual plan of investment and maintenance of the JCCA common areas listed above. The committee will maintain a perpetual work order schedule of projects and changes in "expected useful life" outlooks. The committee will prepare and maintain a report of the status of active investment and upgrade projects.

The committee will communicate with homeowners regarding any issues as that relate to the maintenance or remodeling of common area facilities, and solicit their recommendations and concerns.

The committee will identify and recommend the need for consultant services' review and evaluate consultant proposals; and make recommendations to the Finance, Landscape, Architectural Committees, as appropriate.

The committee will report its activities to the board at least on a monthly basis.

**Meetings**

The committee will meet at least quarterly and more often as needed. The committee chair will keep a copy of the committee meeting minutes and forward a copy to the board secretary. The committee chair may invite any director, officer, staff member, expert or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

The committee will review its charter at least biannually and recommend any proposed changes to the board for review.

This charter was approved by the board on \_\_\_\_