

SKYESTONE COMMUNITY ASSOCIATION, INC
FACILITIES AND CAPITAL IMPROVEMENTS COMMITTEE
CHARTER

1. Purpose

The purpose of the Facilities and Capital Improvements Committee (FCIC) is to provide oversight of all fixed assets of the HOA, including the Lodge, common areas and recreational facilities. The FCIC collaborates with the Community Manager and Board to maintain the aesthetics and functional use of these assets. The FCIC also provides recommendations to the Board on decisions related to the acquisition of new fixed assets, and assists the Community Manager in the cost-effective procurement of current assets.

2. Responsibility

The FCIC assists the Board and the Community Manager in the maintenance of existing fixed assets and the acquisition of new fixed and current assets. In order to carry out these responsibilities, the FCIC:

- Maintains an inventory of all fixed assets of the HOA and periodically reviews the condition of those assets, making recommendations for maintenance or replacement to the Board as appropriate.
- Reviews requests from the Board and HOA members for the acquisition of new assets and advises the Board as to the desirability and projected cost of such acquisitions.
- Develops Requests for Proposal (RFPs) to competitively bid vendor contracts for the maintenance of existing fixed assets, acquisition of new fixed assets, and acquisition of current assets.
- Submits Design Review Requests for modifications to the interior and exterior of the Lodge and other fixed assets.
- Establishes common practices and tools to be used by the Committee and trains new members on their use.
- Makes recommendations to the Board and the Community Manager regarding safety and legal responsibilities of the HOA in the operation and use of community-owned equipment and facilities.

3. Term

FCIC members are appointed by the Board and serve an indeterminate term at the pleasure of the Board.

4. Organization

The FCIC consists of at least three (3) and no more than seven (7) HOA members. One Board member is designated as liaison to the Committee. The Board Liaison and the Community Manager participate in all meetings of the FCIC in a non-voting capacity.

A Chairperson, Vice Chairperson and Secretary are selected by the Committee members. The Chairperson presides at all meetings. The Vice Chairperson presides at meetings in the absence of the Chairperson. The Secretary maintains a written record of actions taken at meetings.

All meetings are open to all members of the HOA.

5. Communications with the Board of Directors

The FCIC provides a written summary report of Committee meetings, actions, and recommendations to the Board of Directors prior to scheduled Board meetings.

6. Commitment

FCIC members must be willing and able to commit the time necessary to serve on the Committee and attend all meetings and functions. The committee meets monthly or as often as necessary to complete its work.

Members who miss more than one-half of FCIC scheduled meetings in a three month will be considered to have resigned.

(02-2021)