

**COUNTRYSIDE PROPRIETARY
AMENDED
ADMINISTRATIVE RESOLUTION NO. 75
FACILITIES COMMITTEE**

WHEREAS, Article III, Section 3 of the Declaration of Covenants and Restrictions of the CountrySide Proprietary grants the Board all powers for the conduct of the affairs of the Proprietary in accordance with the governing documents; and

WHEREAS, the Board recognizes that the proper preservation and enhancement of the recreational facilities in the community is essential to the maintenance and enhancement of property values; and

WHEREAS, the Board wishes to develop a program which will assist in protecting the life, limb and property of the Proprietary and its Members; and

WHEREAS, the Board wishes to establish a Standing Committee to advise and assist the Board in preserving and enhancing the grounds and in developing rules and regulations governing use and enjoyment of these facilities;

NOW THEREFORE, BE IT SO RESOLVED THAT a standing Facilities Committee be established, having the following terms of reference:

I. RESPONSIBILITIES

- A. The responsibilities of the Facilities Committee are to advise and to assist the Board in developing and administering an ongoing program to preserve and enhance the swimming pools, basketball courts, recreational vehicle lot, compound, tennis courts and tot lots, particularly in regard to the maintenance of and improvements to these areas, and to advise and assist the Board in developing rules and regulations for the use and enjoyment of these areas

II. ORGANIZATION

A. Membership

1. Membership is constituted annually in accordance with the following criteria:
 - a. It is the intent that each Neighborhood be equally represented on the committee. No later than the 28th of February of each year, each Neighborhood Advisory Council (NAC) shall appoint either a NAC member or a

neighborhood member to serve on the Facilities Committee.

- b. Any member at large from that Neighborhood wishing to serve on the committee must be appointed by his or her NAC as the official neighborhood representative.
- c. In the event that an NAC fails to appoint a representative or member at large, from that Neighborhood, the chair may at his or her sole discretion appoint a member, of the committee, to serve in such vacancy. The member need not be a resident of the neighborhood in which the vacancy has occurred. This position will be considered as an alternate, with voting privileges. At any time, should a member from that Neighborhood, be appointed or volunteer to serve on the committee, the alternate is required to relinquish the position. There can be no more than two voting members, from any Neighborhood, on the committee. Should there be two or more members from one Neighborhood, the election of the voting member for that Neighborhood, will be done via drawing one name from the names of those members of that Neighborhood.
- d. The committee shall not exceed seven (7) voting members. The seven (7) votes represent one voting member from each of the Neighborhoods. The chairperson shall only vote in case of a tie vote.

2. Election of Officers

- a. Election of Facilities Committee officers shall take place at the first regular committee meeting following the first Board meeting of each year. Grounds Committee officers are as follows:
 - i. Chair
Unless otherwise designated by the Board, the chair of the committee shall be a Director elected by the Board in its first regular meeting following the Annual Meeting of each year. The duties of the chair include but are not limited to the following:

- b. Develop annual meeting calendar;
 - c. Assist in development of meeting agenda;
3. Preside over meetings;
4. Prepare activity summary articles for publication in the Courier.
- a. Alternate Chair

At the first regular meeting of the committee, members shall elect an alternate chair to serve in the absence of or at the request of the chair.

5. Term

- A. All committee members shall serve a one (1) year term commencing upon election and/or appointment and ending when a new committee is appointed in the following year.

6. Resignation and/or Removal

- A. The unexcused absence of a committee member from three (3) consecutive regular meetings shall be deemed a resignation. Any member may be removed from the committee with cause by a majority vote of the remaining committee members.

7. Vacancies

- A. In the event of resignation, removal or death of a committee member, the vacancy shall be filled by a member selected by the NAC of the neighborhood in which the vacancy occurred. If the NAC fails or is unable to fill the vacancy within sixty (60) days, then the committee chair shall proceed to appoint a member from the committee as an alternate.

III. OPERATION

A. Meetings

1. Regular meeting dates shall be established at the first meeting of the committee. Committee meetings shall be held at least quarterly. All meetings shall be publicized ahead of time in the Courier and shall be open to the membership.

B. Functions

1. Working with the management agent, develop a maintenance program for swimming pools, basketball courts, tennis courts and tot lots to meet the requirements and desires of the community, including guidelines and procedures to be followed by residents with service requests. Specifically, this should include the following:
 - a. Work with the management agent to develop a comprehensive capital repair and replacement program. Such a program should include a listing of those items requiring repair or replacement, along with estimates of the costs associated with such repairs or replacement and a proposed monthly and annual expenditure schedule beginning with the items of top priority.
 - b. Upon completion of the above program, develop and submit for the Board's approval a revised Table of Reserves, reflecting improvements made and the expected life of each item.
 - c. On an ongoing basis, monitor service requests to determine if there are trends indicating a problem.
 - d. Work with management agent and grounds maintenance contractor to develop specifications and standards for grounds maintenance and to determine whether a higher level of maintenance is practical and feasible for the Proprietary.
 - e. In addition to the capital repair and replacement program described in (1), develop, with the assistance of the management agent, a schedule for capital improvements, such as landscaping and security.

2. Prepare budget recommendations relating to swimming pools, basketball courts, tennis courts and tot lots.
3. Make recommendations to the Board with respect to improvements to existing recreational facilities.
4. Inspect the grounds yearly, obtain professional advice where appropriate, and make recommendations for repairs where necessary.
5. Review and comment on actions recommended to and by the Board which may tend to increase maintenance obligations or have an adverse impact upon the facilities.
6. Encourage and/or establish programs for volunteer activities which would provide enjoyment and education to residents and improve the quality of the facilities.

C. Safety Issues

1. Prepare recommended programs and procedures to maintain and improve safety and security of residents and of Proprietary facilities.
2. Identify hazards such as slippery floors and broken swings: recommend protective and corrective measures to the Board.
3. Advise the Board on any matter of community safety and security coming to the attention of the Committee that may require formal action by the Board.
4. With authorization from the Board, consult with local law enforcement agencies, fire departments, Red Cross and other organizations to obtain information and guidance pertaining to community safety and security.
5. Working in conjunction with the Community Relations Committee, develop safety incentive programs; schedule classes in public safety and security such as Red Cross programs, fire prevention, home security; prepare information on community safety and security for publication in the Courier.

D. Rules and Regulations

1. Insure consistency of enforcement with respect to compliance with existing rules and regulations governing use of the recreational facilities.
2. Develop and/or recommend changes to existing rules.
3. Insure publication and distribution of all rules to membership.

E. Reporting

1. The committee chair shall prepare a Fourth Quarter Activity status report for publication in the Courier; year-end summary of committee operations; recommendations and proposals for upcoming year.

ATTEST:

PRESIDENT: Dave Barrie

DATE:

SECRETARY: Don Brock

DATE: