

Proposed Charter for the Eldorado Community Improvement Association, Inc. Facilities and Grounds Committee

1.0 The Mission Statement

The mission of the Facilities and Grounds (F&G) Committee is to advise, assist, and make recommendations to the ECIA Board of Directors (Board) as the voice of the residents regarding ECIA amenities. F&G recommendations will reflect good stewardship principles, policies and long-range planning for maintenance and improvement of ECIA facilities and grounds while balancing the needs of the community with available financial resources. The scope of the F&G Committee includes all ECIA owned structures and ground excluding the greenbelts, roads, Community Preserve, and stables.

The Committee will work with the ECIA Management Staff to recommend to the Board long range use needs, improvements to the facilities, amenities and infrastructure, and the maintenance and beautification of the buildings and grounds

2.0 Background Statement

F&G is organized around the following: 1) problems; 2) projects; 3) opportunities; and 4) public participation. The committee was established around 10 years ago because there was not this type of focus around the ECIA facilities and grounds. All such activities prior to that time were primarily reactions to problems related mainly to the pool and the baseball and soccer fields. After the committee was established residents came forward with interests toward particular items (such as landscaping, dog recreation, tennis, swimming, etc.) Members were assigned issues and projects to their particular interests.

3.0 Working Procedures

- 3.1 The F&G Committee will meet monthly at the Eldorado Community Center. Meeting length will generally not exceed 2 hours in length unless agreed to by a majority of committee attendees. Special meetings will be scheduled as needed. Robert's Rules of Order will govern all meetings.
- 3.2 The ECIA Board liaison shall serve to offer advice and guidance to the Committee and to provide a conduit for communication between the Board and the Committee.
- 3.3 A meeting notice shall be published in the ECIA "Vistas", and, with an agenda, on the ECIA web site no later than one week prior to each regularly scheduled meeting. Every effort will be made to post special meeting agendas as early as practical.
- 3.4 At each meeting, a copy of the agenda will be made available to all who need them.
- 3.5 A sanctioned meeting quorum shall be established as 3 attending committee members.

determine the extent to which formal communications with other parties (including other ECIA committees, ECIA Board members or HOAMCO staff) should be established. It is hoped that most sub-committee "issues" can be resolved at full Committee meetings and presented to the Board.

4.0 Level and Scope of Activities

4.1 F&G will identify "issues" with the physical condition and operation of ECIA facilities and grounds within its scope, and, where appropriate, offer suggestions to the Board for correction;

4.2 F&G will recommend to the Board improvements needed to the existing facilities, amenities and infrastructure, including the beautification of the buildings and grounds; and,

4.3 F&G will recommend to the Board future amenities that they envision will add to the value of ECIA facilities and grounds, increase resident and visitor interaction with ECIA facilities and grounds, and/or enhance the attractiveness of Eldorado residential property.

5.0 Products and Reports Requirements

The F&G Committee will advise and assist the ECIA Management Staff, or other Board designees, in effectively maintaining and enhancing our current and future amenities by:

5.1 Annually updating, prioritizing and recommending to the Board a Repair and Replacement plan for major amenity renovations and new amenity projects by soliciting community input for major capital additions or changes in usage and including recommendations for the most effective environmentally sensitive materials, systems and procedures;

5.2 Working with staff to ensure the safe and efficient use of current facilities and amenities, where failure to perform this function may limit the intended use or life expectancy of the amenity or facility;

5.3 Recommending procedures for identified and tracking of problems or concerns;

5.4 Making recommendations which address applicable rules and regulations regarding safe and efficient use of facilities and amenities;

5.5 Advise Board and the Management Staff in the selection, design and prioritization of large maintenance projects.

5.6 Recording of these activities will be in the form of relevant tracking procedures including use of logs, action items, project listings, etc.

7.0 Resources Required

- 7.1 Administrative supplies and copies of meeting documents to be handed out shall be obtained from the ECIA office.
- 7.2 For each regularly scheduled F&G Committee meeting, a meeting room with a capacity of 20 attendees shall be required. For F&G sub-committee meetings, a room with a 10 person capacity shall be required.
- 7.3 Upon special request, a meeting room capable of accommodating 40 attendees may be required. Such a meeting would be a "town-hall" meeting.
- 7.4 For each full Committee meeting, a gavel, computer, projector and screen will be required for the effective conduct of such meetings.
- 7.5 F&G will require an annual operating allocation of \$500 to help defray cost of special purchases, like hike-bike trail signs, court rules signs, town hall site rentals, etc.

Submitted By: Malan Zeman 10/24/18
Facilities and Grounds Committee Chair Date

Approved By: [Signature] 10/24/18
ECIA Board President Date