

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.

- 3.6 A simple majority of committee members attending a sanctioned meeting shall carry a vote. Each Committee member will have one vote.
- 3.7 Regularly scheduled meetings will be open to the Eldorado community. Time will be made on the agenda of each meeting for "Public Forum", allowing community members not on the F&G committee to express their views and concerns, during the time allotted by the Committee Chairperson.
- 3.8 The GM update at each F&G meeting will include a status of Problem Reports that are submitted by F&G members or others, that were reported as "Open" at the prior F&G meeting. The update shall include the nature of the problem and what action was taken, if any, to correct it. The F&G Chair and Secretary shall receive, by email, a copy of all Problem Reports submitted.
- 3.9 Every effort will be made to post a draft copy of meeting minutes on the ECIA web site within seven calendar days after the meeting.
- 3.10 The Chairperson or a designated representative of F&G shall attend all Board working sessions to be available to answer questions or make reports as required by the Board.
- 3.11 A minimum of three articles per year shall be submitted for "Vistas" publication that will highlight various activities and profiles of F&G members. In addition F&G will sponsor at least one open discussion F&G Committee meeting each calendar year to exchange ideas with ECIA residents.
- 3.12 From time to time F&G will deploy a survey of ECIA lot owners and residents to determine those existing or possible future amenities that the community deems of significant value.
- 3.13 Sub-committees (project or subject matter task forces) shall be established, with advice and consent of the Board and the Committee membership, as such establishment is deemed the most effective means of addressing Committee workload. Sub-committee members will be members of the F&G Committee and as such will be appointed by the Board.
- 3.13.a. Each sub-committee will be chaired by a member formally or informally elected by other members of that sub-committee.
- 3.13.b Sub-committees can set their own meeting schedules and agendas and other pertinent rules of operation.
- 3.13.c. The chair of each sub-committee shall attend each F&G Committee meeting to present a status update on their sub-committee's activities. If they cannot attend, another sub-committee will be expected to provide such report. Other sub-committee members may choose not to attend F&G Committee meetings - attendance at meetings of the sub-committee will satisfy the attendance requirement of Section 6.1 of this Charter.
- 3.13.d. Each sub-committee's lines of communication will be to/from the F&G Committee chairperson. The Committee's chairperson will, in conversation with the sub-committee's chairperson or others members, or as a result of discussions at a Committee meeting,

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.

6.0 Committee Membership and Responsibility

6.1 Membership

6.1.1 Only a member in good standing (MIGS) of the ECIA can serve on the Committee.

6.1.2 A prospective member must attend three consecutive regularly scheduled meetings of the Committee before he/she can be nominated as a standing Committee member. Excused absences will be permitted between these three meetings. An excused absence is defined as one in which the planned absence is communicated to the Chair in advance of the scheduled meeting. All other absences shall be deemed unexcused.

6.1.3 Once this requirement is met, and the Committee has approved the nomination of this person; the name shall be forwarded to the ECIA Board for their approval of the appointment.

6.1.4 If a committee member fails to attend at least 50% of regularly scheduled meetings or has three unexcused absences in any twelve-month period, or is persistent in uncivil behavior, the Committee Chair shall submit the member's name to the ECIA Board, requesting that the member be dismissed from the Committee.

6.2 Responsibility

6.2.1 Committee members are expected to conduct themselves in a courteous, professional manner when communicating with Board Members, fellow Committee Members, ECIA Staff, outside contractors, Eldorado residents and other members of the public, including in electronic communications and on social media.

Committee members who violate this policy by acting in an unprofessional, inappropriate or unacceptable manner will be subject to disciplinary action, including, but not limited to censure, removal as committee officer, or removal from the committee by a majority of the Board of Directors.

6.2.2 It is the responsibility of each Committee member to attend regularly scheduled meetings and abide by all rules, roles and responsibilities as defined by the Board.

6.2.3 Committee members are expected to attend meetings having previously prepared for the meetings as requested by the chair or a subcommittee liaison. At each meeting a Committee member attends he/she shall be prepared to participate in committee discussions re projects and other relevant topics involving that member.

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:  10/24/18
Facilities and Grounds Committee Chair Date

Approved By:  10/24/18
ECIA Board President Date

