

Facilities Planning Committee

WHEREAS, Article VI, section 1 of the Bylaws of the Canyon Lake Property Owners Association grants the Board of Directors the power to conduct, manage and control the affairs and business of the Association; and

WHEREAS, Article II, section 2 (i) of the Bylaws grants the Board of Directors the power to appoint such committees as may be necessary to, or convenient in, the discharge of any of its obligations or powers; and

WHEREAS, Article VI, section 1 (e) of the Bylaws grants the Board of Directors the power to appoint committees of the Association;

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

RESPONSIBILITY

The primary responsibility of the standing Facilities Planning Committee is to assist the Board of Directors, as needed (hereinafter referred to as "the BOARD") in developing and administering an ongoing program to preserve life, limb and property of the Canyon Lake Property Owners Association, to preserve and enhance the assets of the Canyon Lake Property Owners Association, (hereinafter referred to as "the CLPOA) including buildings, roads, bridges, the drainage system, the perimeter fencing, the street lighting and signage, and the other areas as may be assigned by the BOARD.

In fulfilling its responsibility, the Facilities Planning Committee shall perform functions which include the following:

- In cooperation with the General Manager, provide assistance in developing reasonable standards for the maintenance of CLPOA assets and amenities;
- Provide assistance to the BOARD in establishing the priorities for improvements to CLPOA assets and amenities, and in developing long range plans for ensuring the most effective preservation and future use of such assets and amenities;
- Prepare programs and procedures, in the form of recommendations to the BOARD to maintain and improve the CLPOA ground, buildings, and facilities;
- Review annually and recommend and propose maintenance, preservation and enhancement to POA common areas and facilities including, the POA buildings, Lodge, Tennis, Equestrian and Senior Centers, Country Club, Campground and the Pool;
- Review annually the reserve study items and recommend proposed maintenance to major facilities;
- Review and recommend design modifications to all capital improvement projects at the concept, design development, and construction drawing stages. Assist with formulation

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scope of work at concept stage to ensure that user group requirements are included. Hold user group reviews at appropriate stages which include the applicable design consultant and/or project manager;

- Develop and recommend to the Board of Directors a five-year project plan including capital improvement projects, repair and replacement projects and road reserve projects. Plan development to include projects requested by the Recreation Committee and the Green Committee to ensure one (1) master plan;
- Meet at least annually with the Finance Committee to jointly recommend to the Board funding levels for the Repair / Replacement Reserve Fund and the Road Reserve Fund in conjunction with identified five-year plan. Meet as necessary with the Recreation and Green Committees to identify projects and priorities in conjunction with a five-year plan;
- Review all traffic related issues and provide guidance to the staff and Board;
- Review and recommend design modifications to all capital improvement project at the concept, design development, and construction drawing stages; and
- Perform such other functions as directed by the BOARD.

MEMBERSHIP

The Facilities Planning Committee shall be composed of seven (7) members and one (1) alternate member of the CLPOA. The chairperson shall be appointed by the BOARD to serve a two (2) year term, with the additional members to be appointed annually. The membership of the Facilities Planning Committee should include, if possible, at least two (2) members with experience in engineering, construction or related fields.

EX-OFFICIO MEMBERS

The General Manager and/or designee shall be a non-voting ex-officio member of the Facilities Planning Committee.

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