

Sun City Shadow Hills Community Association
Facilities & Services Advisory Committee Charter (FSAC)

CHARTER

This charter ("Charter") governs the operations of the Facilities & Services Committee ("Committee") established by the Board of Directors ("Board") of Sun City Shadow Hills Community Association ("Association") on this date: August 1, 2017. Maintenance & Services Committee is an advisory committee, appointed by and serving at the pleasure of the Board of Directors (Bylaws). The Board of Directors may adopt additional rules consistent with the provisions in the Bylaws for the governance of the Committees.

PURPOSE OF COMMITTEE

The principle purpose of the Facilities & Services Advisory Committee shall be to provide consulting services to SCSH regarding facility maintenance and facility remodel programs. Exclusions: Golf, Landscaping, and unless otherwise directed by the Board, the Committee is to inspect projects/contracts over \$50,000.00, to confirm they were completed per the agreed contract.

COMMITTEE MEMBERS AND QUALIFICATIONS

Only members in good standing may serve on the Committee. The Committee shall function under the guidance of a Chairperson who is tasked with overseeing the committee and/or subcommittees, and who shall be appointed by the Board. The Chairperson shall nominate the other members of the Committee, from the Membership at Large. Such Members shall be submitted for approval by the Board of Directors. The Committee shall have a minimum of three (3) and a maximum of ~~seven (7)~~ eleven (11) members in total. Subcommittees can be created by the Chair and can have as many members as the Chair so deems. A Board Representative, as appointed by the President of the Board, will serve as a non-voting member of the Committee. Staff, as approved by the Association's General Manager, can also assist this Committee.

TERMS OF SERVICE

The Chairperson serves at the pleasure of the Board of Directors. If the Chair should become vacant by a resignation, Board action or other personal circumstance, the appointment of an interim Chairperson will be made to complete the annual term, by the President of the Board. The terms of service of each Committee Member shall be two (2) years, which runs from April - March. All members of a committee must be approved in the March meeting of the Board of Directors. Limitations of the number of terms shall be at the discretion of the Board and not apply to the Committee Chairperson.

LIMITS OF AUTHORITY

All operating issues are the sole responsibility of the Community Association's Board of Directors. No Committee Member is permitted or allowed to direct any employee of the Association's Management, with regard to Committee Member's duties without the authorization of the Association's General Manager or the Board of Directors. Members shall not have the authority, nor shall they attempt to issue any instructions to staff, contractors or members of other committees. The Committee shall not have the authority to appoint any other committees or designate any members of any other committee.

MEETINGS AND NOTICES

The Committee shall meet according to a schedule established by its Members or by the Board of Directors. The Chairperson shall give all Committee Members at least four days' notice of the time and place of all meetings. Such notices may be in person, by mail, or by electronic means and should include the agenda (if any). The Chairperson shall conduct all meetings of the committee and shall review and approve all correspondence from the Committee. In the absence of the Chairperson, the Vice Chairperson, if assigned, shall perform the duties of the Chairperson. Meetings for both the Committee as well as subcommittees may be scheduled monthly or as needed.

COMMITTEE DUTIES AND RESPONSIBILITIES

1. Conduct scheduled and special meetings for the purpose of fulfilling the duties outlined below.
2. Shall review, comment, and assist in matters relating to the operation, maintenance, and remodel of all HOA owned structures.
3. Shall review, comment, and assist in matters relating to the maintenance, repair, and reconstruction of all HOA owned common areas, excluding landscaped and golf areas.
4. Shall review, comment, and assist in matters relating to shared infrastructure and public facilities.

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5. Shall have the ability to have "homeowner consultants" when needed for specific technical issues.
6. The Committee shall be responsible to maintain the minutes and attendance records for all meetings.
7. Perform additional functions as may be assigned or referred to this Committee by the Association's Board of Director, as well as, those that may be necessary and prudent to fulfill the Committee's duties and responsibilities.
8. The Chairperson or his/her appointed designee, shall submit a written report to the Board of Directors to be included in the Board's general meeting packet and shall make an oral report to the Board of Directors at the Board's regular session business meeting, if requested.
9. All recommendations from the committee must be in writing, with complete details and facts pertaining to the request. The specific request and the proposed or suggested resolution by the Board. Recommendations must be submitted and reviewed by management prior to the Board meeting. The recommendations must be supported by a majority of members of the committee and noted in the minutes of the meeting in which the item was agenzized and discussed.

REMOVAL OR RESIGNATION OF COMMITTEE MEMBER

A Committee Member may be removed by the Board for cause or without cause.

CONFIDENTIALITY

It is the responsibility of all Committee Members to maintain the information they receive as confidential. Under no circumstances is it permissible to discuss the information obtained, as part of your position, with others not associated with the Association's governance. Violation of this policy shall be grounds for immediate removal from your position. The Committee shall not be provided a review of daily operations, confidential personnel matters or confidential resident information and shall not be given access to books and records that are not normally available to all Homeowners unless specifically authorized by the General Manager or the Board of Directors.

AMENDING THIS CHARTER

Annually, the Committee shall review this Charter. The Committee may make recommendations for amending this Charter to the Board of Directors. Only Board of Director action can amend this Charter.

The above Charter was adopted by the Board of Directors and by signing below; the Committee Member acknowledges receipt of the Charter and agrees to comply with terms of Charter.

Facilities & Services Advisory Committee (FSAC)

SCSH Board of Directors

Date:

SCSH Board of Directors

Date:
