

**AMERICANA CENTRE CONDOMINIUM, INC.
BUILDINGS, GROUNDS, AND SUSTAINABILITY COMMITTEE
TERMS OF REFERENCE**

ADMINISTRATIVE RESOLUTION NO. A-2017-01-01

Establishing the structure and responsibilities of the Building & Grounds Committee

WHEREAS, Article V, Section 3 of the By-Laws of Americana Centre Condominium, Inc. (hereinafter referred to as “By-Laws” and “Council” or “Corporation,” respectively) states that “The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Corporation and the condominium project and may do all such acts and things as are not by law or by these By-Laws directed to be exercised and done by the members; and

WHEREAS, the Council’s Board of Directors (“Board”) is responsible, pursuant to Article V, Section 3(a) of the By-Laws, for the “care, upkeep and surveillance of the condominium project;” and

WHEREAS, the Board believes it is in the best interest of the owners and the Association to have an enhancement program to address the sustainable initiatives, as well as, the aesthetic needs of the buildings, landscaping, and other common areas within the community.

NOW THEREFORE, BE IT RESOLVED that the Buildings, Grounds, and Sustainability Committee (BGSC) is established as a standing committee of the Council with the following terms of reference:

I Purpose/Duties

The primary responsibility of the BGSC is to advise and assist in developing and implementing a program for the design, development, maintenance and general appearance of the common areas within the community. In fulfilling its responsibility, the BGSC shall perform the following functions, which include, but are not limited to the following:

- A. Provide recommendations to the external design, signage, appearance and use and maintenance of common areas.
- B. Work with Management, the Financial Management Committee (FMC), and the Board to develop a multi-year plan for buildings/grounds related enhancements and sustainability projects for the community. Written recommendations to be included for review in the next fiscal year budget should be presented to Management no later than June 1.
- C. In coordination with Management and the FMC, review annually the Replacement Reserve and periodic Maintenance Reserve schedules related to buildings and grounds and recommend additions and changes to the timing in the reserve listings based on current conditions.

- D. Work with management by providing a prioritized list of recommendations/comments that will impact common area aesthetic property components. Any portion of the list, in part or whole, may be used by Management in the development of contract specifications.
- E. Notify Management of work performance issues or concerns of buildings/grounds related vendor(s) if necessary.
- F. Provide written recommendations to the Board thru Management for improving and/or changing plantings, landscaping features, sustainability initiatives, and building enhancements.
- G. Establish architectural design standards and finishes for replacement or repair of items that impact the exterior look of the property such as windows, doors, screens, exterior plantings (townhomes only), etc. Final approval rests with the Board.
- H. At least once a year, perform a community-wide inspection for the purpose of providing Management and the Board with a written evaluation of the current conditions on-site. This inspection will assist in prioritizing a project list for the committee.
- I. Write a newsletter article and submit it to the Communications Chair as requested.
- J. Establish and maintain a working relationship with other committees, the Board, and Management.

The Committee shall:

1. Hold Open Meetings
2. Follow the standards outlined within the Code of Ethics adopted by the Board.
3. Develop a good working knowledge of the focus areas through research to properly evaluate information and provide informed recommendations to the Board.
4. Create and submit an agenda to Management at least 7 calendar days prior to meetings.
5. Draft and submit minutes of meetings to Management at a minimum of 7 calendar days prior to Board meetings, prepared in a standardized format to the Board.
6. Address areas specifically directed by the Board.
7. Recommend possible study topics to the Board.
8. Provide input to the annual budget related to projects in buildings, grounds, and the environment.
9. Complete annual priorities assigned by the Board.
10. Perform other duties as assigned by the Board.

The Committee shall not:

1. Perform operational tasks unless specifically directed by the Board.
2. Perform management functions.
3. Oversee management.

4. Develop RFP's or contracts, select bidders, approve or oversee contracts.
5. Spend money or authorize the expenditure of funds.
6. Commit the Council in any way.

II ELIGIBILITY

Committee members shall be property owners in good standing, defined as the absence of any liens, privilege penalty, assessment delinquency, architectural violation, or legal action enacted by the Americana Centre Condominium Association, Inc. No person shall continue to serve as a BGSC member if such owner is more than sixty (60) days delinquent in meeting financial obligations to the Council.

Once Management has confirmed that the member is eligible, Management shall notify the Chairperson.

III TERMS

- A) Terms are for 1 year.
- B) A member may apply for an extension or reappointment.
- C) At least one member of the BGSC will be a sitting member of the Board and serve as a liaison.
- D) The Board may remove any committee member at any time with or without cause. Cause shall include failure to attend three (3) consecutive meetings without notice.

IV APPOINTMENT OF OFFICERS

- A) The President shall appoint the BGSC Chairperson.
- B) The committee shall elect at the first meeting of the calendar year, an Alternate Chairperson who shall serve in the absence of the Chairperson or at the request of the Chairperson.
- C) Other officers as needed shall be elected by majority vote of BGSC members.
- D) An individual shall not serve as Chairperson for more than three (3) years unless approved by the Board.

V DUTIES OF THE CHAIRPERSON

- A) Develop the annual meeting calendar
- B) Preside over meetings.

- C) Provide each BGSC member an opportunity for input.
- D) Ensure BGEC members and unit owners in attendance are treated fairly and with respect.
- E) Ensure that BGEC meeting discussions and member comments are appropriate for public meetings.
- F) Submit draft meeting minutes to the Board through Management at least 7 calendar days prior to the scheduled Board meeting.
- G) Ensure that established Council deadlines are met in a timely fashion.
- H) Serve as an ambassador to the community in behavior and action.
- I) Serve as a liaison to the Board as necessary.

VI MEETINGS

The Committee shall, at a minimum, hold two meetings a year. In January of each year, an annual calendar of meetings shall be adopted. The Chairperson must notify Management at least 10 calendar days in advance of a meeting so that the members are notified about the meeting.

VII NUMBER OF MEMBERS AND QUORUM

- A) The total number of members of the BGSC shall normally be at minimum three (3) and no more than five (5), but can be extended to seven (7) with Board approval. The BGSC shall not operate with less than three (3) members.
- B) A quorum is not necessary to convene a meeting, nor discuss issues, but a quorum must be present in order to conduct a formal vote. A quorum is:
 - 3 members if the BGSC members total 3, 4, or 5
 - 4 members if the BGSC members total 6 or 7
- C) BGSC members must notify the management staff or the Committee Chairperson of their inability to attend a meeting, as soon as possible.

VIII MANAGEMENT

- A) May provide “Committee Member” packets to newly appointed BGSC members with information relating to performance as a committee member.
- B) May conduct a new BGSC member orientation session once a year.

- C) Assist the BGSC with advice and information needed to conduct its business.
- D) Include scheduled meetings on the monthly calendar, disseminate BGSC agenda electronically at least 3 days prior to the meeting (and provide printed copies if requested).
- E) Perform all direct communications with residents concerning modification requests.

IX EFFECTIVE

This resolution is effective February 1, 2017.

APPROVED
FOR REFERENCE ONLY

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RESOLUTIONS ACTION RECORD

Resolution Type: Administrative No. A-2017-01-01

Pertaining to: Buildings, Grounds, and Sustainability Committee

Duly adopted at a meeting of the Board of the Americana Centre Condominium, Inc. held,

Motion by: _____ Seconded by: _____

OFFICER VOTE:

YES NO ABSTAIN ABSENT

Janet Wilson, President

Sam Brewster, Vice President

Debbie Jackson, Secretary

Shashi Koduru, Treasurer

John Becker, Director

Tyler Bennett, Director

Connie Mar-Pawloski, Director

ATTEST:

Debbie Jackson, Secretary

Date

File: 2017 Minutes, Book of Resolutions

Resolution Effective: February 1, 2017