

Regency at Providence Community Association
Facilities Committee By-Laws

Article I – Name

Section 1.1: This Committee shall be known as the Facilities Committee of the Regency at Providence Community Association (a.k.a.: RAP Facilities Committee).

Article II – Definition

Section 2.1: The “facilities” shall include the two clubhouses and their contents, indoor and outdoor pools, putting green, tennis/pickleball courts, gazebo, entrance gates and gatehouses, streetlights and signs, sidewalks, street culverts, streets and parking lots, and all the common areas that are provided for the community’s use.

Article III - Purpose

Section 3.1: The primary responsibility of the RAP Facilities Committee is to advise the Executive Board of the RAP Community Association, hereinafter referred to as the “Executive Board,” in a reasonable and productive manner, on issues affecting the use and enjoyment of the commonly owned facilities by the membership. In accomplishing this goal, the Facilities Committee shall be responsible to make recommendations to the Executive Board regarding the use, maintenance, and enhancement of all commonly owned RAP facilities. The Facilities Committee may undertake specific actions or responsibilities at the behest of the Executive Board.

The Facilities Committee shall:

Section 3.1.1: Provide the Executive Board with recommendations regarding Facilities rules, regulations, and policies for use of the facilities, subject to the approval by the Executive Board.

Section 3.1.2: Make recommendations to the Executive Board for needed improvements and enhancements to the facilities including detailed descriptions of work to be accomplished.

Section 3.1.3: Report any problem(s) with the facilities to the Executive Board and the Community Management Company, and address such problems in coordination with the Management Company.

Section 3.1.4: Become familiar with the maintenance and operation of the facilities.

Section 3.1.5: Review copies of service contracts for the facilities provided by the Community Association Management Company and, in coordination with the Management Company, actively monitor any necessary repairs/service.

Section 3.1.6: Establish sub-committees, appointed by the Chairperson(s) of the Facilities Committee, for the purpose of monitoring and making recommendations regarding rules, regulations, and policies for the use of specific facilities.

Section 3.1.7: Develop long-term usage and replacement plans for the facilities.

Section 3.1.8: Provide regular feedback on Facilities Committee activities to the RAP community via the monthly newsletter.

Section 3.1.9: Provide budget recommendations as appropriate.

Section 3.2: The Executive Board may modify or expand the duties and responsibilities of the Facilities Committee as appropriate.

Article IV - Membership

Section 4.1: There shall be no maximum number of members on the Facilities Committee. Only owners or co-owners of homes in Regency at Providence may serve as voting members on this committee. All voting members shall be property owners or co-owners in good standing. Good standing shall be defined as the absence of any liens, penalty, assessment delinquency or pending legal action with the Regency at Providence Community Association. Committee members are expected to attend a minimum of 50% of the scheduled Facilities Committee meetings in a calendar year to maintain voting privileges.

Section 4.2: Prospective voting members may apply for membership at any scheduled committee meeting or, in the alternative, may submit a written request to the Community Manager. Prospective voting members must comply with the requirements set forth in Section 4.1, and agree to assist with the various tasks performed by the Facilities Committee. It is also desirable that prospective members have demonstrated an active commitment to Facility Committee tasks at Facilities Meetings, or in the community, in the preceding year.

Section 4.3: The Executive Board and the Facilities Committee Chairperson(s) may invite interested prospective new voting members to express their desire to serve on the Facilities Committee through the monthly RAP Newsletter, RAP Flyer, word of mouth, announcement at Executive Board meetings, or by any other means deemed appropriate by the Executive Board.

Section 4.4: In December of each year, the Facilities Committee chairperson(s)

Shall submit to the Executive Board for their approval a recommended list of Facilities Committee members.

Article V – Officers

Section 5.1: The Facilities Committee shall make recommendations to the Executive Board regarding the appointment of officers of the Committee in October of each calendar year, and the Executive Board shall appoint the officers in December of each calendar year. Officers shall serve for a term of one year. Officers are eligible for reappointment, at the discretion of the Executive Board. The officers shall be:

Section 5.1.1: *Chairperson or Co-Chairpersons* (not to exceed three), whose duties shall consist of:

1. Preparing and sending out notices of meetings and agenda for the meeting.
2. Presiding over meetings, and conducting the meetings.
3. Appointing sub-committees and sub-committee chairpersons as needed.
4. Maintaining contact with the Community Manager on Facilities issues.
5. Preparing the submitting reports for publication in the community newsletter.
6. Reporting any problem area(s) directly to the Community Manager, who will then report to the Executive Board.
7. Attending meetings of the Executive Board when requested, or, in lieu thereof, submitting a written report to the Executive Board in advance of the Board meeting when requested. The Committee Chairperson(s), through the Association Manager, will present Committee recommendations, update the Executive Board on the status of pending Committee tasks, request assistance from the Board as needed, and answer any questions the Board may have regarding Committee assignments. Any Committee recommendations which require formal Board action should be submitted to the Community Manager in advance of the Board meeting for inclusion in the meeting agenda.

Section 5.1.2: *Vice-Chairperson*, whose duties shall consist of

1. Assuming the duties of the Chairperson in his/her absence.
2. Undertaking any special projects at the request of the Chairperson.
3. Taking the Minutes of meetings when the Secretary is absent.

The position of Vice-Chairperson shall remain vacant when the Committee is governed by two or more co-chairpersons.

Section 5.1.3: *Secretary*, whose duties consist of

1. Taking the Minutes of all meetings of the Committee and distributing them to all committee members, the Executive Board, and the Community Manager in a timely manner.
2. Placing a copy of the approved Minutes in the Facilities Committee binder maintained in the clubhouse.
3. Serving as the Parliamentarian for the committee meetings.

Section 5.1.4: *Treasurer*, whose duties shall consist of

1. Preparing and submitting monthly financial statements relating to the Executive Board approved Facilities Committee budget.
2. Dispersing and accounting for the Committee's petty cash account.

Article IV – Meetings

Section 6.1: Generally, the Facilities Committee shall meet monthly on the second Tuesday of each month, and on an as-needed basis. The Chairperson(s) shall call meetings and members shall be given at least one week's notice of an upcoming meeting, except in an emergency. Except in emergencies or other extenuating circumstances, the Chairperson(s) shall provide all Committee members, the Executive Board and the community with a tentative agenda at least three days in advance of the meeting.

Section 6.2: A quorum of eight (8) Facilities Committee members shall be required for the committee to conduct business.

Section 6.3: Only those persons who have been approved by the Board in the most recently submitted Facilities Membership list are eligible to vote. All votes are advisory only, and shall require a majority of the Committee members present at an appropriately scheduled meeting, consistent with the requirements outlined in Section 6.1. All votes shall be recorded in the Minutes and then forwarded to the Board. If there are two or three co-chairs, the one leading the committee that day shall vote only in the case of a tie vote; the other co-chairs are eligible to vote with the full committee.

Section 6.4: All Facilities Committee meetings shall be open to the community, and the Committee Chairperson(s) shall ensure that all meetings of the committee are listed in the newsletter and through any other means of posting that the committee deems appropriate. The Committee Chairperson(s) should designate a specific time period on each meeting agenda for resident input.

Section 6.5: All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

Article VII – Amendments to the Facilities Committee By-Laws

Section 7.1: Amendments to these By-laws may be proposed by the Facilities Committee, and shall require a majority of the Committee members present at an appropriately scheduled meeting with final changes/amendments contingent on approval by the Executive Board.

Section 7.2: Amendments to these By-laws may be made by the Executive Board at any time.

Article VIII – Effective Date of Facilities Committee By-Laws

Section 8.1: These By-laws shall become effective upon approval by the Executive Board.

Amended and CAB Approved: January 12, 2018