

**Regency at Providence Community Association**  
**Facilities Committee By-Laws**

**Article I – Name**

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

**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, 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 FC 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.

**Duties**

**Section 3.1.1:** Follow the Regency at Providence Purchasing and Contracting Policy established by the Community Association Board, July 26, 2023.

**Section 3.1.2:** The FC shall be responsible for making recommendations to the Executive Board regarding the use, maintenance, and enhancement of all commonly owned RAP facilities.

**Section 3.1.3:** The primary responsibility of the FC is to advise the Executive Board, in a reasonable and productive manner, on issues affecting the use and enjoyment of the commonly owned facilities in the community.

**Section 3.1.4:** The FC shall be responsible for making a recommendation to the Executive Board regarding the use, maintenance, and enhancement of all commonly owned RAP facilities.

**Section 3.1.5:** Report any problems with the facilities to the Executive Board and the Community Manager.

**Section 3.1.6:** The FC may undertake specific actions or responsibilities at the request of the Executive Board.

**Section 3.1.7:** Provide regular feedback on FC activities to the RAP community via the monthly newsletter and RAP flyer.

**Section 3.1.8:** Provide budget recommendations to the Executive Board yearly.

**Section 3.1.9:** Establish sub-committees, appointed by the Chairperson(s) of the FC, for the purpose of monitoring and making recommendations regarding rules, regulations, and policies for the use of specific facilities.

#### **Article IV - Membership**

**Section 4.1:** There is no maximum number of members on the FC. **As a member of the FC, you may be assigned to help with various small projects.** Only owners or co-owners of homes in RAP 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 RAP Community Association. Committee members are expected to attend a minimum of 50% of the scheduled FC meetings in a calendar year to maintain voting privileges.

**Section 4.2:** Prospective voting members may apply for membership at any time and must comply with the requirements set forth in Section 4.1.

**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 list of residents who would like to serve on the committee.

#### **Article V – Officers**

**Section 5.1:** The FC shall include in their list as stated in Section 4.4, the names of the officers of the FC.

**Section 5.1.1: *Chairperson or Co-Chairpersons*** (not to exceed three)

1. Prepare an agenda to be sent out with the meeting notice.
2. Preside/conduct meetings.
3. Appoint sub-committees as needed.
4. Maintain contact and report any problems directly to the Community Manager.
5. Submit monthly report for publication in the RAP Sheet.

6. Attend meetings of the Executive Board when requested.
7. Submit to the FC Board Liaison any FC recommendations requiring formal Board action in advance of the Board meeting.
8. Prepare a budget and submit it to the Board yearly.

#### **Section 5.1.2: *Secretary***

1. Take the Minutes of all meetings of the Committee and once reviewed by the Chairs, email to [www.rap.web@comcast.net](mailto:www.rap.web@comcast.net) so that they may be placed on the RAP website. Send out a RAP Flyer notifying the community that the minutes are on the RAP website.
2. Place a copy of the approved Minutes in the FC binder maintained in the Sloan clubhouse.

#### **Section 5.1.3: *Treasurer***

1. Prepare and submit monthly financial statement to the committee and FC Board Liaison.
2. Disperse monies from the FC Petty Cash account with valid receipts.
3. Submit receipts to Community Manager to replenish Petty Cash Account.

### **Article VI – Sub-Committees**

**Section 6.1:** The following sub-committees are included and require 1-2 FC members to oversee and to report any problems to the Chair(s). They will also report at FC meetings. Any of these sub-committees may be deleted at any time depending on their need.

1. Pools/Spa – Sloan/RH
2. Entrance Gates – Sloan/RH
3. Minor Repairs – Sloan/RH
4. Tennis/Pickleball Courts
5. Night Watch – Sloan/RH
6. Pre/Post Rental Inspections – Sloan/RH
7. Common Facilities Inspection (Includes concrete, paving, and depressions)
8. Patriotism at Regency

### **Article VII – Meetings**

**Section 7.1:** Generally, the Facilities Committee shall meet 6 times per year on the second Tuesday of the month or 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 7.2:** A quorum of eight (8) Facilities Committee members shall be required for the committee to conduct business.

**Section 7.3:** 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 7.4.

**Section 7.4:** All votes shall be recorded in the Minutes which are published on the RAP website. Any outcome needing Board approval will be presented by the FC Board Liaison 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 7.5:** 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 7.6:** All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

#### **Article VIII – Amendments to the Facilities Committee By-Laws**

**Section 8.1:** Amendments to these By-laws may be proposed by the FC 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 8.2:** Amendments to these By-laws may be made by the Executive Board at any time.

#### **Article IX – Effective Date of Facilities Committee By-Laws**

**Section 9.1:** These By-laws shall become effective upon approval by the Executive Board.

**Amended: February 13, 2024**

**CAB Approved: February 28, 2024**