



Rule 20. RULES FOR FACILITIES OVERSIGHT COMMITTEE

20.1 Establishment and Purpose

- A. The VLPOA Board hereby authorizes the establishment of an Facilities Oversight Committee and Committee member participation.
- B. The Facilities Oversight Committee is tasked with evaluating and categorizing specific needs of VLPOA buildings, facilities and Association owned common areas. The Board Goal is to ensure VLPOA amenities are structurally sound, meet current needs and aesthetically pleasing to maintain the value of homes and community interest.

Adopted , July 20, 2010. Amended May 23, 3011.

20.2 Membership

- A. The board shall appoint or reappoint the chairperson and any liaison board members in April of each year.
- B. The chairperson shall identify committee members for board approval. (see Rule 10 – Volunteers & Committees)

20.3 Committee Responsibilities

- A. The Board authorizes the Facilities Oversight Committee to:
 - 1) Focus first on renovating the Yacht Club (see Addendum A. Yacht Club & Recreation Charging responsibilities).
 - 2) Focus second on renovating the Recreation Center. (see Addendum A. Yacht Club & Recreation Charging responsibilities).
 - 3) Focus third on renovating other facilities (Craft Room, Game Room, etc.)
 - 4) Solicit input from community and subject matter experts on community needs.
 - 5) Review current VLPOA Reserve Study to avoid duplication of services/expenditures.
 - 6) Identify items/areas needing upgrades and/or if they are obsolete.
 - 7) Ensure reasonable accommodation is available in accordance with the Americans with Disabilities Act.
 - 8) Seek cost effective means for construction and purchases.
 - 9) Organize gathered documents for historical purposes.
 - 10) Submit written report to Board regarding the findings and suggested renovations.
- B. The Committee Chairperson or delegate shall be responsible for:
 - 1) Submitting all verbal or written reports to the Board of Directors.
 - 2) Providing agenda to Office Staff for timely posting in accordance with open meeting laws.
 - 3) Securing a volunteer to take minutes.
 - 4) Securing a meeting location.

Adopted , July 20, 2010.

20.4 VLPOA Office Staff Responsibilities

- A. Support committee members by providing access to necessary documents which will assist in the renovation evaluation.
- B. Provide input and guidance regarding existing services or needs of the community.
- C. Follow established Request For Quote (RFQ) and Request For Proposal (RFP) processes using input from the committee for scope of work, specifications, and vendors to include in solicitations.
- D. Participate in the monitoring of work being performed by contractors and/or volunteers.

20.5 Board Responsibilities

- A. The Board has final approval authority.
- B. The Board will support and fund renovation efforts.
- C. A combination of Reserve and Operational funds shall be used for renovation projects as necessary.

Adopted , July 20, 2010.

20.6 Meetings, minutes and reports

- A. Committee meetings are considered subject to the ARS Open Meetings Law and must have advance agendas and locations posted and emailed as required.
- B. The committee will meet monthly or as needed.
- C. The minutes of the Ad Hoc Shared Wall Committee shall be published.
- D. A monthly report shall be prepared and submitted five days prior to a regularly scheduled monthly Open Board Meeting and should include, but not limited to; work performed, current status, next progress steps, problems being encountered and financial costs.