



STRATEGIC PLANNING - FACILITIES COMMITTEE CHARTER

The Somerset Owners Association's Board of Directors has the authority to create standing or special committees according to Section 3.16 and advisory committees according to Section 3.18 of the Bylaws.

As such, the Board of Directors adopts this formal resolution to amend the Strategic Planning Committee Charter with the powers and duties set forth.

PURPOSE

The purpose of this Committee is to support the Board of Directors in the development and maintenance of a strategic plan for the Somerset community through detailed information gathering, analysis, and evaluation of strategic options. Additionally the committee shall advise the Board and Association staff on matters related to systems, amenities, facility usage, and facility changes (additions, deletions, modifications, etc.) within The Club at Town Center ("TCTC") and on SOA common areas, including Canyon 9. The Committee's work products shall be provided to the Board to facilitate sound decision making. Please note that prior to the distribution of RFPs to vendors or spending of association funds, a recommendation must be submitted to the Board of Directors in a written report, and is not enforceable without the Board adopting the report.

RESPONSIBILITIES

The Committee shall have no authority to act on behalf of the Association, other than to formulate and present information and recommendations to the Board related to its stated purpose. The committee shall not engage in any activities that have not been requested by the Board either specifically or via the responsibilities identified in this charter. In order to meet Committee responsibilities defined by this charter, the committee members shall expect to spend at least 2-3 hours per month on committee business outside regularly scheduled meetings.

Specific responsibilities shall include:

1. Hold scheduled meetings to discuss topics published in advance in an agenda related to common area and TCTC facilities, amenities and/or activities.
2. Solicit and receive input from Association homeowners and staff regarding facility/amenity usage and changes.
3. Annually, develop and maintain a sound working profile of the number of residents and demographic characteristics of the Somerset community, both now and projected five to ten years into the future, suitable for the purpose of strategic planning.
4. Develop and document a rigorous planning process to systematically identify and evaluate feasible strategic options for the Board to consider. The process shall include a suitable number of workshops or other appropriate interactions for the Committee to present interim results and ideas to the Board for their comment and further direction.
5. Develop the draft strategic written plan using Board prioritized goals and planning parameters, including timelines associated with each item.
 - a. This detailed plan should include and identify project description and specifications, timelines, construction and/or continuing budget impacts, oversight policies, need for additional staffing, community impact and criteria used for recommendations.
 - b. Develop and present specific recommendations, including feasible alternatives, for consideration by the Board. Incorporate feedback and additional directions from the Board. Continue this process in an iterative manner until the Board adopts a final set of recommendations.
6. After final approval by the Board, document and maintain the official Somerset Strategic Plan in appropriate forms that can be accessed by all members.
7. Annually, or at other periods as directed by the Board, review the strategic plan and recommend changes to keep the plan updated to reflect the character and needs of the Somerset community.
8. Recommendations to the Board must be voted on and approved by the majority at a scheduled Strategic Planning – Facilities meeting.
9. Perform such additional functions as assigned by the Board.



10. No expenses or costs may be incurred without the prior authorization of the Board.

ORGANIZATION AND TERM

The Strategic Planning – Facilities Committee shall consist of two (2) Association Board members and at least three (3), but no more than seven (7), Association unit owners in good standing who are appointed by the Board. A member who loses Good Standing status shall no longer be eligible for Committee Membership, until such time as that status is restored. Additional members may be added to the Committee from time to time if recommended and approved by the Board. Members of the Committee shall be volunteers and may not be compensated for their time or efforts. Members shall resubmit their committee applications to the Board annually in November, to be reviewed and approved by the Board at their December Board of Directors meeting.

Prospective members should have education, training, and/or experience that enables them to contribute meaningfully to the committee's purpose of providing quality, professional advice to the Board and Association staff on matters related to systems, amenities, facility usage, and facility changes for TCTC and the SOA common areas.

Commencing each January, the homeowner members shall nominate and elect from among themselves a Chairperson and Vice-Chairperson, or Co-Chairs, who shall be responsible for setting the agenda, organizing and running the meetings. The Committee meeting calendar will be established on an annual basis for Board approval at their October Board meeting. Additional meetings can be scheduled as necessary. Members are required to be in attendance at all meetings.


After three (3) excused Committee meeting absences, or one (1) unexcused Committee meeting absence in a year's time, a Committee Member may be removed from the Committee at the discretion of the chair. (An excused absence is defined as an absence with prior notification to the Chair or Vice-Chair, or an emergency situation precluding notification. All other absences would be regarded as unexcused absences)

At least one of the board members is required to be in attendance at each Committee meeting. If a Board member cannot be in attendance, the meeting will be rescheduled. Board members will serve as voting committee members, and shall serve as a liaison to the other board members on current committee activities. A member of the Association staff may attend meetings as directed by the Board of Directors, but will not serve as a committee member in any capacity. Staff members may take meeting recaps and provide information to the committee. To engage staff to complete work on behalf of the committee will require direction from the Community Manager, and if necessary, approval by the Board of Directors.

Any element of this charter, including the appointed members, may be changed at any time by majority vote of the Board of Directors.

The Strategic Planning – Facilities Committee Charter was duly adopted by the action of the Board of Directors on December 14th 2017

By: 
Board President

Attested By: 
Board Secretary