StillWaters Residential Association

Facilities Committee Charter

I. Purpose

The Facilities Committee is established to support the Board of Directors, Community Association Manager (**CAM**), and Associate Community Association Manager (**ACAM**) in maintaining and enhancing the physical infrastructure and shared-use facilities of StillWaters. The Committee's mission is to promote functionality, safety, and aesthetic standards across all common areas for the benefit of all residents.

II. Scope of Facilities

The Committee's advisory responsibilities extend to the following assets and areas:
Entry and internal gates and access systems

- Swimming pool and associated amenities.
- Tennis courts and recreational areas.
- Community Park and walking areas.
- The Community Building and Residential Association Building.
- The Maintenance Shop and all associated operational facilities.
- General signage, lighting, roadways, and common infrastructure.
- Other areas as deemed necessary from time to time.

III. Authority and Limitations

- The Committee operates in an advisory capacity only. It does not supervise staff or vendors, authorize spending, or implement projects. All operational responsibilities remain with the CAM, ACAM, and assigned maintenance crew. Final decisions on funding and project execution rest with the Board.

IV. Responsibilities

1. Assessment and Recommendations.
    - Periodically inspect facilities and grounds to identify maintenance needs, safety issues, and improvement opportunities.
    - Submit written reports and prioritized recommendations to the Board, CAM, and ACAM.
    - Monitor completion and quality of major maintenance projects as requested.

2. Budget Management - Based on periodic inspections and identified needs not already being addressed.
    - The Committee may develop and submit a Special Projects annual budget prior to November 1st of each year for review and approval by the Board.
    - The Committee has authority to spend funds allocated under the Special Projects budget and must provide all receipt/documentation to the CAM for proper accounting.
    - Expenditure under the Special Projects budget must be approved by a simple majority of the committee members.
    - The Committee does not have authority to spend, contract or allocate association funds outside of the Special Projects budget without the prior approval of the Board.
    - If additional funding is needed, submit a formal request to the Board.
    - All Special Project budgets are limited to the fiscal year, and no balances may be carried over to the next fiscal year.
3. Collaboration with Management.
    - All Board approved committee recommendations should flow from the committee Chairperson to the Board, to the CAM for inclusion in the ACAM's work schedule.
    - Assist, when requested, in reviewing vendor proposals, service contracts, or project scopes.
    - Help identify long-term infrastructure priorities for the Reserve Study and capital planning.
    - Assist with developing an annual budget.
4. Community Support and Education.
    - Promote awareness of proper facility use and care among residents.
    - Assist in communicating facility maintenance schedules, closures, and improvements.
    - Encourage feedback from residents and share concerns with the Board, CAM, ACAM in an organized and constructive way.

V. Membership

- The Committee shall consist of 3–7 members in good standing with the HOA.
- Members are appointed by the Board to renewable one-year terms.
- A Board member Chairperson will be appointed annually to organize meetings and serve as the main liaison to the Board, CAM, and ACAM.

VI. Meetings

- The Committee will meet at least quarterly, or more often if needed.
- Meetings will be open to the community, with agendas published in advance.
- A quorum consists of a simple majority of current members.

- Minutes or summaries will be prepared and submitted to the Board President and CAM following each meeting.

VII. Limitations

- The Committee shall not supervise the maintenance crew or any vendors.
- The Committee shall not authorize spending, initiate contracts, or issue work orders.
- All communication with vendors and execution of work must go through the CAM or in the CAM's absence the ACAM.