

**LAKEVIEW AT BRANDYWINE HOMEOWNERS ASSOCIATION  
ADMINISTRATIVE RESOLUTION NO. 2011-1**

**FACILITIES COMMITTEE CHARTER**

WHEREAS, pursuant to Article X of the Bylaws, the Board of Directors may appoint other committees as deemed appropriate in carrying out its purposes.

WHEREAS, pursuant to Article VII, Section 7.1 of the Declaration of Covenants, Conditions and Restrictions the Board of Directors shall have the power and authority to adopt and publish rules governing Lots, the use of the Common Areas and facilities situated thereon, and the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof.

WHEREAS, the Board of Directors deems it desirable to establish a committee of homeowners to advise the Board of Directors, in a reasonable and productive manner, on issues affecting the use and enjoyment of the commonly owned Facilities by the membership.

NOW THEREFORE, be it resolved that a Facilities Committee shall be established, and that the following procedures for this committee be adopted and implemented herewith:

**A.     RESPONSIBILITIES**

The primary responsibility of the Facilities Committee is to advise the 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 Board shall assign the Facilities Committee with tasks from time to time which may include but not be limited to:

- Providing the Board with recommendations for specifications and scope of services for services and maintenance such as facility management, and enhancements.
- Providing the Board with input regarding the Facilities, during the preparation of the annual budget.
- Providing the Board with recommendations regarding policy for use of the Facilities which are owned and maintained by the Association.
- Providing the Board with recommendations regarding facility rules and regulations.

**B.     ELIGIBILITY**

Committee candidates shall be members of the Association in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Lakeview at Brandywine Homeowners Association.

A member shall not serve as chairperson on more than one committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.

C. APPOINTMENT AND TERMS

The Board shall appoint up to seven (7) Facilities Committee members to serve. The Facilities Committee will serve at the pleasure of the Board. The Facilities Committee appointees will hold meetings in accordance with Section 3.9 and Section 6.1 of these Bylaws.

The Board shall invite interested candidates to express their desire to serve on the Facilities Committee. Recruitment of candidates may be done through the newsletter, word of mouth, announcement at the annual meeting, or by any other means deemed appropriate by the Board. Committee members in good standing are eligible for reappointment.

Interested candidates must submit a written request for appointment to the Board including any personal or professional information (e.g., related experience or training, service on other committees, etc.), which might assist the Board in the appointment process.

Committee terms will be staggered so that approximately one half of the committee positions will become available each year. In order to appropriately stagger committee terms, the Board shall initially appoint three (3) members for a one-year term and two (2) members for a two-year term. Thereafter, committee members will be appointed for one-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the committee member they are replacing

D. ELECTION OF OFFICERS

The Board shall appoint the Chairperson of the Facilities Committee. Members of the Committee may make recommendations to the Board for the appointment of a Chairperson. Other officers of the Committee may be elected by the Committee membership. At a minimum, the Committee shall elect a Secretary who will be responsible for recording accurate minutes of the Committee's meetings and submitting them to the Board in a timely manner, through the management agent.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee. In the interest of ensuring strong communications between the Board and the Facilities Committee, it is expected that the committee Chairperson, or his or her designee will attend each regularly scheduled business meeting of the Board or, in lieu thereof, to submit a written report to the Board in advance of the Board meeting. The Committee Chairperson will present Committee recommendations, update the 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 management agent in advance of the Board meeting for inclusion in the meeting agenda. Finally, the Chairperson, or his or her designee, shall be responsible for checking, logging and responding to all Committee correspondence and E-mails.

E. REMOVAL AND DISSOLUTION

The Board may remove any committee member, including the chairperson, at any time, without cause. Such removal may be immediate, at the Board's sole discretion.

The Board may disband this committee at any time, with or without cause.

The committee may make recommendations to the Board regarding removal of committee members.

A committee member may be removed, upon written notice from the committee chairperson to the Board of failure to attend three consecutive meetings without notice or explanation.

F. MEETINGS

All Committee meetings shall be open to the membership. In order for the membership to be reasonably informed of Committee meetings, the Committee chairperson shall ensure that all meetings of the Committee are listed in the newsletter and/or through any other means of posting that the Committee deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The Committee Chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. The Committee Chairperson should designate a limited time period on each meeting agenda for resident input at the beginning of each meeting.

A majority of the members of the Facilities Committee must be present to convene a meeting or conduct formal voting procedures. The total number of Committee members is five (5). A majority of the members shall be three (3). A majority vote of members while a quorum is present shall constitute a decision of the Committee.

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