

Project/Construction Advisory Committee Charter

1. **Responsibility** – The Project/Construction Advisory Committee serves at the pleasure of the Board of Directors. Their primary responsibility as a committee, is as follows:
 - A. To review and assist the Board of Directors and the Building Fund, and consulting with the Park Manager and other club members on any potential project/construction ideas in any common area.
 - B. To develop and submit all preliminary drawings for review. Investigate and compile all cost analysis for budget review, and compile a list of potential contractors/engineers.
 - C. Meet with the Board of Directors, FAC committee, and Park Manager, to determine the appropriate funding sources.
 - D. Review plans with the City of Yuma for preliminary approvals. Prepare RFP proposals. Review final contractor/engineer pricing. Help manage construction submittal and project construction through the final phase with the Park Manager.
 - E. The committee may perform other tasks that may be assigned by the Board of Directors to maintain or increase property values of the Country Roads infrastructure.
 - F. The committee will perform other duties as requested by the Board of Directors.

2. **Committee Organization**
 - A. **Membership**
 1. The committee shall consist of at least five members, appointed by the Board of Directors. A majority of members shall constitute a quorum.
 2. Committee members shall be property owners in Country Roads. They shall have construction experience or knowledge of construction practices, and be willing to look outside of the box. The park manager shall be available to the committee by request to advise.
 - B. **Terms**
 1. Committee members shall serve a term of three years, and may submit their names for more terms, if desired.
 2. The term of committee members will begin on January 1, and end on December 31.
 - C. **Chair Person**
 1. The committee chair shall be a member of the committee, and shall be appointed annually by the Board of Directors. The committee shall designate a Vice Chair.
 2. The committee chair shall designate a Secretary from the committee members. The Secretary will record the minutes of the meetings.
 3. All members serve at the pleasure of the Board of Directors, who may remove a member from the committee with or without cause.

3 Manner of Operation

The Committee shall conduct business in the best interest of the association, and in accordance with this charter, the association's Declaration and By-Laws and Rules and Regulations.

- A. **Chair Duties**
 1. Coordinate and supervise all committee project and subcommittee tasks.
 2. Prepare reports requested by the Board of Directors.
- B. **Meetings**
 1. The committee will meet as necessary to handle any of the association's projects/construction.
 2. The committee will determine its own meeting agenda.
 3. Except as provided in State of Arizona statutes for convening an executive session, all meetings shall be open to all members of the association.
- C. **Reporting**
 1. The committee will provide reports to the Board of Directors, as requested.

