

## **COUNTRY ROADS BUILDING FUND CHARTER**

### **Mission Statement**

The Building Fund serves as a Committee of the Country Roads Board of Directors (BoD). The mission of the Building Fund (BF) is to raise funds through a variety of events and to allocate the expenditure of those funds for the betterment of Country Roads (primarily by supporting clubs and activities).

### **Membership**

- a. The Building Fund membership consists of all owners and renters in Country Roads.
- b. The Building Fund Executive Committee consists of six members who are elected at the March general meeting. Executive Committee members are elected for a two year term. To provide for continuity, three members will be elected in even years and three members will be elected in odd years.
- c. The Country Roads Board of Directors may appoint a member of the Board of Directors as Liaison to the Building Fund. The Liaison shall be a non-voting member.

### **Meetings**

- a. The Building Fund will have a monthly meeting of its general membership (all owners and renters) on the first Monday of each month during the winter season (November through April).
- b. The Building Fund Executive Committee will meet once a month (October through March) to plan for the general membership meeting.
- c. Meetings of the BF will conform to the Arizona Statute (ARS 33-1804) on HOA open meetings and will thus be open to attendance by all Country Roads owners and renters.
- d. BF meetings shall abide by Robert's Rules of Order.
- e. Minutes will be kept for all meetings.

### **Duties and Responsibilities of the BFEC (included but not limited to)**

- a. Select the fund-raising events to be offered in a given season.
- b. Appoint fund-raising events Chairpersons.
- c. Monitor event budgets, as detailed in the By-Laws, to ensure that events have sufficient profit margins.
- d. Select the projects that will be presented to the Country Roads Board of Directors for funding approval, using a process defined in the By-Laws. All BF projects shall be more than Five Hundred Dollars (\$500) and less than Fifty Thousand Dollars (\$50,000).
- e. Monitor the progress of funded projects to ensure that they are completed to the betterment of Country Roads.

### **Elections**

The Building Fund Executive Committee will be elected at the March general meeting.

**\*The Charter of the Building Fund may be amended periodically by the approval of both the Country Roads Board of Directors and the Building Fund Executive Committee.**

**Approved By:**

**Building Fund Executive Committee**

Valerie Shoemaker, President

Valerie Shoemaker Date 2-14-24

**Board of Directors**

Pat Tuckwell, President

Pat Tuckwell Date 2-20-24

Revised January 22, 2024