

## **Country Roads Building Fund By-Laws**

1. The Country Roads Building Fund's (BF) general meetings shall be held on the first Monday of November, December, January, February, March, and April at 9:00 a.m. in the Mojave Room. The Building Fund Executive Committee (BFEC) meetings shall be held on the fourth Monday of October and the third Monday of November, December, January, February, and March at 9:00 a.m. in the Board Room. Notice of BFEC and general meetings times and places will be advertised in the Country Roads (CR)Blast, CR Facebook, CR website's monthly calendar, CR's printed monthly calendar, and CR Eddy. The agendas and draft minutes for those meetings will be posted in the display case located outside the Country Roads Office. A quorum for a vote of the EC at BF meetings will consist of a simple majority of the current EC voting members.
2. The BFEC Nomination and Election Process:
  - a. The BFEC will hold an open election at the March general meeting. A BFEC Nominating Committee proposed and approved at the January general meeting, consisting of three (3) members and chaired by the current BFEC Vice-President, will present a slate of nominees for election. Nominations from the floor at the March general meeting will also be accepted. Homeowners in good standing are the people eligible to serve on the BFEC. The vote will be conducted by secret ballot after the nomination process has been completed.
  - b. Tellers will count the ballots and provide the Tellers Report at the conclusion of the March general meeting.
  - c. The newly elected Executive Committee members will meet, immediately after the meeting at which they were elected, with the current BFEC members to determine which position each person will be asked to serve. This will be accomplished by an election among the BFEC members. Officers to be elected at this meeting are: President, Vice-President, Secretary, Treasurer, and two (2) Members-at-Large, pending the approval of the President of the CR BoD.
  - d. New BFEC officers will take over their duties at the end of the meeting at which they were elected, and they will receive the needed books and/or files from the outgoing officers.
  - e. If an EC opening occurs mid-season, the EC has the authority to fill that vacancy for the remainder of the season from widely solicited nominations (including self-nominations) of homeowners in good standing. The CR BF General Membership and the CR BoD must approve the EC's selection.
3. Selected BF events will be monitored by the BFEC including:
  - a. Evaluating each event's budget submitted by the Event Chair(s) and ensuring a sufficient profit margin.
  - b. For each event, coordinating with the Event Chair to obtain dates, times, and locations with the Country Roads Activities Director.
  - c. Procuring progress reports of each event to be given at monthly BFC general meetings.
  - d. Ensuring that after the event is completed, the Event Chair(s) provides the BFEC with a record of income and expenses including a copy of all receipts.
4. All requests for project funds for the betterment of Country Roads from a club or interest group must go through the following steps:
  - a. A Request for Project Form (RFP) must be submitted to the President of the BFEC. Initially, only one estimate of costs is required.

- b. The President of the BFEC checks to see that the RFP is complete. If it is not, it is returned to the proposer with comments as to what is missing or incomplete.
  - c. Applicant(s) must appear and present their RFP at a BFEC meeting. No project will be voted on by the general membership until it has been presented at a BFEC meeting. After the BFEC has heard the presentation and an engineering plan is not deemed necessary (see item d below), they will make a pro or con recommendation which will be reported to the BF membership prior to their voting at the BF general meeting where the project is presented. If a project involves modifications or additions to a common area, the Country Roads Board of Directors (BoD) must be contacted by the either the person(s) who submitted the RFP or the BoD liaison before the BFEC can consider the project.
  - d. If a project involves structural modifications or additions to an existing building or common area or a proposed new building or structure and has been approved by the BoD to be resubmitted to the BFEC then the BFEC will request that an engineering plan be submitted before the RFP can be considered by the BFEC. If a project to be proposed needs funding to prepare an engineering plan, they may ask the BFEC for such funding. The engineering plan must include:
    - i. Architectural and/or engineering plans.
    - ii. Detailed scope of work to be done and the process by which the work will be done.
    - iii. Detailed specifications of materials to be supplied and/or installed.
    - iv. Detailed costs on contracts – labor, parts, taxes, permits, etc.
    - v. The time frame for job completion.
    - vi. A recommendation for a Project Supervisor who will report to the BoD and the BFEC (both name, contract information and qualifications).
    - vii. Demonstration of contractors licenses, insurance, and Workers Compensation Board coverage.
    - viii. An allowance for a 10% cost overrun should be added to the cost estimate when determining the amount to be requested from the BFEC.
  - e. Once the engineering plan (if necessary) is completed, then the proposer(s) must go out for three (3) bids and, if necessary, a revised design with a possible revision of the project costs before presenting their RFP at a BF general meeting, discussion is held and a vote of the membership is taken.
  - f. Project(s) approved by the BFEC are then presented to the BoD for final approval.
5. Upon completion of a project, unused monies not spent are to remain in the BF account for future projects. The BF will accept the liability for overage costs on projects that they approve and fully fund. Overage costs on projects from other sources, to which the BF has contributed funds, will not be covered with additional BF monies.
  6. Personal monies should not be used for a project, as it will not be reimbursed.
  7. Cash donations to the BF cannot be designated for a specific project.
  8. The By-Laws of the BF may be amended from time to time by the approval of both the BoD and the BFEC.

Amended –January 2022/November 2021, Sue Miller, President; Previously Amended – January 2020, Sue Miller, President, February 2018, Ken Garcia, President

Approved By:

Edits (Tracy Bresnahan, BF Treasurer, Janie Irwin, BF Secretary)

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BR President (Sue Miller)

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BoD ( )

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January 18, 2022