

**COUNTRY ROADS BUILDING FUND
BY-LAWS**

Meetings

- a. The Country Roads Building Fund (BF) general meetings shall be held on the first Monday of November, December, January, February, March and April at 9:00 a.m. (adjustments may be made for holidays).
- b. The Building Fund Executive Committee (BFEC) meetings shall be held on the last Monday of October and the second to last Monday of November, December, January, February, and March at 9:00 a.m. (adjustments may be made for holidays).
- c. Notice of BF meetings, times, and locations will be advertised in the Country Roads (CR) Blast, CR Facebook, CR website's monthly calendar, and CR's printed monthly calendar.
- d. The agenda and draft minutes for BF meetings will be posted in the display case located outside the ballroom.
- e. A quorum for a vote at the BFEC meeting will consist of a simple majority of the current BFEC members.

BFEC Nomination and Election Process

- a. **Nominations**-The Building Fund will hold an open election at the March general meeting. A BFEC Nominating Committee will be proposed and approved at the January general meeting. The Nominating Committee shall consist of three members (the BFEC Vice-President and two homeowners/renters from the audience) and will be chaired by the current BFEC Vice-President. The Nominating Committee will be responsible for recruiting applicants, collecting resumes, and organizing the election process. Nominations from the floor at the March general meeting will also be accepted.
- b. **Eligibility**-Homeowners in good standing are eligible to serve on the BFEC. Nominees should have computer skills, an email account, and the ability to receive texts and phone calls.
- c. **Voting**-The vote will be conducted by secret ballot. Homeowners and renters are eligible to vote. The Nominating Committee will count the ballots and provide the election results at the conclusion of the March general meeting.
- d. **Officer Roles**-The newly elected Building Fund Executive Committee members will meet immediately following the March general meeting. An election will be held 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 Country Roads Board of Directors.
- e. **Transfer of Materials**-New BFEC officers will take over their duties immediately following the March meeting. At that time they will receive the needed books, documents, and/or files from the outgoing officers.

- f. **Terms of Service**-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.
- g. **Mid-Season Officer Openings/Resignations**-If a Building Fund Executive Committee opening occurs mid-season, the Committee 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 Country Roads Building Fund General Membership and the Country Roads Board of Directors must approve the selection.

BFEC Officer Duties

President

1. Presides over all Building Fund Committee meetings (BFC)
2. Prepares the agenda for BFC executive and general meetings with copies to all executive officers and posts a printed copy to the BFC window box located on the wall outside the kitchen. The BFC secretary may assist with this as needed.
3. Reports on BFC activities at the BFC general membership meeting.
4. Oversees committee chair appointments.
5. Submits Courier articles for the Nov. to April season with a copy to the BFC secretary.
6. Assigns a BFC executive as a liaison to BF events.
7. Acts as a liaison to one or more BFC events.

Vice President

1. In the president's absence conducts all BFC meetings.
2. Acts as Election Chairperson.
3. Maintains all BFC guidelines and descriptions.
4. Writes and sends thank you notes for donations.
5. Assists the president as needed.
6. Acts as a BFC liaison to one or more BF events.

Secretary

1. Records the minutes at all BFC meetings and distributes draft copies to all officers, our CR BoD liaison, the CR homeowner's office and the BFC window box. Retypes minutes if corrections are needed.
2. Compiles a listing of all the BFC executive and general meetings and sends to all BFC officers, our BoD liaison, the homeowner's office and posts a copy in the BFC window box.
3. Compiles a list of all BFC Fundraisers, the event chairperson and our BFC executive liaison for each event. The list will be sent to all BFC officers, BoD liaison, the homeowner's office and posts a copy to the BFC window box.
4. Maintains copies of the monthly Courier articles written by the BFC president.

5. Circulates and keeps a copy of the attendance sheet for all BFC general meetings.
6. Provides 15-20 copies of the previous general meeting minutes for attendees of the BFC general meetings.
7. Acts as a BFC liaison to one or more BF events.
8. Assists the BFC president as needed.

Treasurer

1. Building Fund monies are processed through CR homeowner's office and City Property Management including deposits, disbursements and accounting.
2. The Treasurer will provide monthly financial reports at the BFC general membership meetings and will provide this report to another officer if unable to be present.
3. All monetary donations are to be taken into the CR homeowner's office in a timely manner and the Vice President is notified so a thank you card can be sent.
4. Records monthly financial reports received from CR HOA/City Property Management and contacts said authorities if additional information is required.
5. When a BFC event has ended, the treasurer, along with documentation from the event chairperson, will reconcile and provide an Event Recap Form to be kept in the treasurer's records.
6. Assists in preparation of Request for Projects forms and maintains a record of approved RFP's.
7. Maintains the CR Building Fund Project Expenditures Form and updates it as needed including the amount clubs donated to their project.
8. Acts as a BFC liaison to one or more BFC events.
9. Assists President as needed.

Members at Large

1. Secures dates and rooms for next season's meeting dates and events.
2. Publicizes BF activities and elections of Executive officers.
3. Offers advice, insight and encouragement on items of discussion.
4. Assists with special projects as assigned.
5. Acts as a BF liaison to one or more BF events.
6. Assists other officers as needed.

Building Fund Events

- a. The BFEC will evaluate each event's budget submitted by the Event Chair(s) and ensure there is a sufficient profit margin.
- b. The BFEC will coordinate with the Event Chair to obtain dates, times, and locations with the Country Roads Activities Director.
- c. The BFEC will procure progress reports of each event to be given at monthly Building Fund meetings.

- d. The BFEC will ensure that after the event is completed, the Event Chair(s) provide the BFEC with a record of income and expenses including a copy of all receipts.

Requests for Funds

- a. A Request for Project Form (RFP) must be submitted to a member of BFEC. At least one estimate of costs is required, however, the BFEC may require additional estimates and justification of the cost(s).
- b. A member of the BFEC checks to see that the RFP is complete. If it is not, it is returned to the applicant 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 and approved. After the BFEC has heard the presentation and an engineering plan is not deemed necessary, they will make a recommendation which will be reported to the BF membership prior to their voting at the BF general meeting where the project is presented.
- d. If a project involves modifications or additions to a common area, the Country Roads Board of Directors must be contacted by either the person(s) who submitted the RFP or the BoD Liaison before the BFEC can consider the project.
- e. 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, 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.
- f. Engineering plans must include:
 1. Architectural and/or engineering plans.
 2. Detailed scope of work to be done and the process by which the work will be done.
 3. Detailed specifications of materials to be supplied and/or installed.
 4. Detailed costs on contracts-labor, parts, taxes, permits, etc.
 5. The time frame for job completion.
 6. A recommendation for a Project Supervisor who will report to the BoD and the BFEC (name, contract information and qualifications).
 7. Demonstration of contractors licenses, insurance, and Workers Compensation Board coverage.
 8. An allowance for a 10% cost overrun should be added to the cost estimate when determining the amount to be requested from the BFEC.
 9. Once the engineering plan (if necessary) is completed and approved by the BFEC, the applicant must attempt to obtain three bids. If necessary, a revised design with a possible revision of the project costs must be completed before presenting their RFP at a BF general meeting. Following the presentation a discussion will be held and a vote of the membership will be taken.

10. Once the project is approved by the Building Fund it is then presented to the BoD for final approval.

Funds

- a. 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.
- b. Personal monies should not be used for a project without prior approval, as they will not be reimbursed.
- c. Cash donations to the BF cannot be designated for a specific project.
- d. The Country Roads accounting department provides on-going copies of all things related to BF expenses and the property management company provides monthly financial reports.

***The By-Laws of the BF may be amended periodically by the approval of both the BoD and the BFEC.**

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