

## Country Roads Building Fund Committee

MAR 02 2020

### Charter

1. The Building Fund Committee (BFC) serves as a Committee of the Country Road Board of Directors (BoD). The goals of the BFC are to raise funds through a variety of events and to allocate the expenditure of those funds for the betterment of Country Roads.
2. The BFC will hold a meeting of its general membership consisting of all homeowners and renters (replacing the single word residents) of Country Roads once a month in season (November through April). The BFC will elect an Executive Committee consisting of six (6) members. The BFC Executive Committee will also meet once a month in season. All meetings of the BFC will conform to the Arizona statute (ARS 33-1804) on HOA open meetings and will thus be open to attendance by all Country Roads homeowners and renters (replacing single word residents). BFC meetings shall abide by Robert's Rules of Order. Minutes will be kept of all meetings.
3. The BFC Executive Committee will be elected at the March general meeting. All Country Roads homeowners and renters (replacing the single word residents) in attendance at the March general meeting are entitled to one vote. Executive Committee members will be elected for two (2) year terms. A member cannot serve on the Executive Committee for more than two (2) consecutive terms. To provide for continuity, three (3) members shall be elected in even years and three (3) members shall be elected in odd years. At the conclusion of the March general meeting, the continuing and newly elected Executive Board members shall determine who will hold the offices of President, Vice President, Secretary, Treasurer, and Members at Large for the following season, pending approval of the President of the CR Board of Directors. The Country Roads Board of Directors may appoint a member of the Board of Directors as Liaison to the BFC Executive Committee. This Liaison shall be a non-voting member. The BFC Executive Committee is responsible for naming a Publicity Chair and for filling vacant BFC offices by appointment for the remainder of that term with concurrence of the Country Roads BoD. The Country Roads General Manager shall provide monthly financial reports to the BFC Treasurer so that the BFC Treasurer can keep an accounting of all BFC financial information.
4. The primary duties of the BFC Executive Committee are:
  - a. To select the fund-raising events to be offered in a given season;
  - b. To appoint fund-raising events Chairpersons;
  - c. To monitor event budgets, as detailed in the By-Laws, to ensure that events have sufficient profit margins;
  - d. To 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 BFC projects shall be more than One Thousand Dollars (\$1,000) and less than Fifty Thousand Dollars (\$50,000); and
  - e. To monitor the progress of funded projects to ensure that they are completed to the betterment of Country Roads.
5. The Charter of the BFC may be amended from time to time by the approval of both the Country Roads Board of Directors and the BFC.

Amended – January 2020, Sue Miller, President; Previously Amended – February 2018, Ken Garcia, President; February 2013, Barbara Taylor, President

