



COMMITTEE CHARTER AND ASSIGNMENT

NAME: Major Repairs **TYPE:** Standing/Advisory to COO
CHAIR: Jim McRae **TERM:** One year; expires when new ops plan is approved.
VICE CHAIR: Connie Samford, Dir
MMR
LIAISONS: Paul Hilstad, Board Treasurer
Shannon White, Dir. Ops.
Norm Shea, Dir. Lakes
Joe Bunting, COO

OBJECTIVE OF COMMITTEE:

To support the association's strategic mission and vision by advising and supporting the association's operations plan. Assist in implementation of the association's goals as included in the current operations plan. Specifically, the objective is that the development and maintenance of facilities will be guided by the association's aspirations for high quality member services. Recreation, administrative, security and maintenance facilities will be positioned to meet the needs of the membership. Policies and practices will ensure maintenance of our infrastructure in outstanding condition.

The committee's priority is to meet members' facilities needs.

To accomplish the objective and priority, the following measurable goal was created in the operations plan: To ensure excellent property management by adhering to established departmental SOPs. Measurable by staying within the financial goals as stated in the financial controls manual and providing quality products and services to members as are quantified in the standard operating procedures for each department.

SPECIFIC COMMITTEE RESPONSIBILITIES:

Advise and assist the Director Major Repair to complete the following action items of the operations plan:

- Action Item 3m Directors, major repair, land management and recreation, explore LEED certification process for building maintenance.
- Create staff committee to review LEED certification pre-requisites for building maintenance. Develop a plan which will be presented to director, operations, and COO (2nd quarter 2010).
 - Put steps in place for Sandcastle to begin LEED certification process for building maintenance. Put forward for 2011 budget process (3rd quarter 2010).
 - Explore ways for other KICA facilities to become LEED certified for building maintenance or to utilize best practices for maintenance (4th quarter 2010).
- Action Item 5d Director, lakes management, will dredge portions of Pond 25 (2nd quarter 2010).
- Action Item 5e Director, major repairs, will resurface the eastern end of Flyway Drive (4th quarter 2010).

- Action Item 5f Directors, major repairs and recreation, will renovate the Sandcastle attic and replace existing old HVAC with high efficiency units (2nd quarter 2010).
 - Action Item 5g Director, major repairs, will resurface select leisure trails and renovate select boardwalks and walk bridges (4th quarter 2010).
 - Action Item 7d Director, major repair, will contact three large-scale community associations to determine their method of reserve asset tracking, reporting to director, operations (1st quarter 2010).
- New software will be investigated for the migration of the existing reserves database into a modern database for inclusion in the 2011 budget. Measured complete by report to director, operations (2nd quarter 2010).

GENERAL CONSIDERATIONS:

1. Every effort will be made to include at least two non-resident members on the committee.
2. There will be an objective of 25% committee member turnover annually.
3. The COO is a non-voting member of the committee.
4. Committee members serve at the pleasure of the COO.
5. Committee meetings are open to all KICA members.
6. The committee has no authority to spend funds or supervise staff. It is advisory, not operational.
7. The committee chair has the privilege to set up subcommittees at his/her discretion to complete the objectives and responsibilities of the committee. Such set up does not require COO approval.
8. Notes will be taken by the Vice Chair and the meeting minutes will be turned in to the Executive Director not more than three (3) business days after the committee meeting. Minutes are included in the next board meeting's packet.

COMMITTEE MEMBERS:

- | | |
|-----------------------------------|--------------------|
| 1. Jim McRae (Chair) | 9. Ron Ritchie |
| 2. Connie Samford (Vice Chair) | 10. Walt Schlauch |
| 3. Paul Hilstad (Board Treasurer) | 11. Ron Tedesco |
| 4. Gregg Bragg | 12. David Tharpe |
| 5. Dan Fanning, nonmember renter | 13. Pete Silveston |
| 6. Bob Feldman | 14. James Curnyn |
| 7. Mike Hart | |
| 8. Steve Orban (Town) | n |

STATUS REPORTS: The committee will develop a work plan timeline for the February meeting so the action items assigned can be completed. Committee reports and minutes are included in the board's agenda packets. Committee receives community association's mission statement, vision statement, 2009 strategic plan projects and 2009 operations plan.