



## **BUILDING COMMITTEE CHARTER**

- Purpose:** To inspect, advise and assist the management team and Board of Directors with recommendations and suggestions concerning maintenance and aesthetic improvements at Horizons.
- Responsibility:** In general, the Committee's charge is all "public" common areas. The Building Committee also must indicate the location of funds for any recommended expenditures. Mechanical systems are excluded.
- The Building Committee performs functions that include, but are not limited to:
1. Making recommendations for the improvement of the buildings, lighting, and recreational amenities, which also include:
    - (a) parking garage, stairwells, common areas and hallways
    - (b) sidewalks, gates & fencing, curbs, and building exteriors
    - (c) fitness center, locker rooms, billiards room, pools, lounges, conference room
    - (d) other projects as requested by the Board or management
  2. Review, discuss and report any problems or concerns that come to the Building Committee's attention to the General Manager or designated committee representative.
- Membership:** Three to seven Horizons members, who are in good standing throughout the term of office. The Board appoints one member as Chair. There will be a Board-appointed liaison from the Board. The members of the Building Committee will be appointed and removed by the Board at any time, with or without cause.
- Experience:** Members should have an interest in or passion about enhancing Horizons' maintenance activities and aesthetics.
- Meetings:** The Committee meets at least monthly. At least one member attends Board meetings to answer questions related to its written report.
- Reporting Requirements:** The Committee submits written minutes and monthly written reports about its recommendations and ongoing and completed activities to Management at least ten days prior to a Board meeting.
- Reports To:** The Board of Directors.
- Term:** One year, expiring at the annual meeting.
- Budget:** The Committee does not have an assigned budget. Any expenses are by Board approval only.
- Authority:** *Only* the Building Committee Chair is the Building Committee liaison with management. Except for routine Horizons work orders sent online, all Building Committee members' requests and ideas are submitted at Building Committee meetings for member discussion and votes.