

Horizons - Marina District

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 and landscaping. The BC also must indicate the location of funds for any recommended expenditures. Mechanical systems are excluded.
- The BC performs functions that include, but are not limited to:
1. Making recommendations for the improvement of the buildings, grounds, e.g., lighting, and recreational amenities, which also include:
 - (a) parking garage, storage Lockers area. stairwells, common area hallways and sidewalks
 - (b) sidewalks, gates & fencing, curbs, landscaping, and building exteriors
 - (c) other projects as requested by the Board
 2. Review, discuss and report any problems or concerns that come to the BC's attention to the GM/designated rep.
- 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 BC 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
ments:** The Committee submits written minutes and monthly written reports about its **Require-** 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 BC chair is the BC liaison with management. Except for routine Horizons work orders sent online, all BC members' requests and ideas are submitted at BC meetings for member discussion and votes. The Chair may request proposals and information from Management. The BC understands that all contracts, bids and financial information they may receive are confidential and may not be released to any other parties.

Revised: 1/13/21