

Horizons - Marina District

PROJECT COMMITTEE CHARTER

- Purpose:** To advise and assist the management team and Board of Directors with recommendations and suggestions concerning implementation of the Board's major projects.
- Responsibility:** In general, the Committee's charge is to assure that project management professionals hired by the Board have sufficient direction in the design and construction of major improvements as identified in the Five Year Project Plan.
- The Project Committee performs functions that include, but are not limited to:
- 1) To fulfill the Project Committee role as spelled out in the Board approved Project Program Guide.
 - 2) Meet as directed by the Board to review qualifications, cost and schedule information as may be presented by project professionals and make recommendations to the Board.
 - 3) Work with project professionals to prepare and present monthly updates to the Board on all projects.
 - 4) Review discuss and report to the Board any problems or concerns that come to the Project Committee.
 - 5) Update the Five Year Project Plan, in conjunction with the Finance Committee.
 - 6) The Project Committee will assist only on major projects as directed by the Board. It will not concern itself with routine and preventative maintenance projects, which shall be the purview of the Building Committee.
- Membership:** Three members of the Board, and up to two Horizons members, who are in good standing throughout the term of office. The Chair will be appointed by the Board. The members of the Project 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' through the completion of major projects.
- Meetings:** The Committee meets at least monthly.
- 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. While this Board may be renewed on an annual basis, this Committee is intended to be a temporary Committee, to expire when major projects have been completed.
- Budget:** The Committee does not have an assigned budget. Any expenses are by Board approval only.
- Authority:** See the Board approved Project Program Guide. The Project Committee understands that all contracts, bids, and financial information they may receive are confidential and may not be released to any parties unless and until directed by the Board.

Approved by the Board of Directors: 01/26/2021