

# Strategic Planning - Facilities Committee Charter

Charter Revised: 1.22.19; Board Approved 1.23.19

The Somerset Owners Associations (SOA) Board of Directors has the authority to create committees according to section 3.16 of the Somerset Owners Association Bylaws.

As such, the Board of Directors adopts this formal resolution to amend the Strategic Planning - Facilities Committee Charter with the powers and duties set forth.

## Purpose

The purpose of the Strategic Planning - Facilities Committee shall be to support the Board of Directors in the development and maintenance of a strategic plan for the Somerset community through detailed information gathering, analysis, and evaluation of strategic options. Additionally, the committee shall advise the Board of Directors on matters related to systems, amenities, facility usage, and facility changes (additions, deletions, modifications, etc.) within The Club at Town Center (TCTC) and on SOA common area amenities, including Canyon 9, trails, etc. The committee shall conduct its business in conformance with the Mission, Vision and Goals of the Somerset Owners Association.

## Responsibilities

The Committee shall have no authority to act on behalf of the Association, other than to formulate and present information and recommendations to the Board related to its stated purpose. The Committee shall not engage in any activities that have not been requested by the Board either specifically or via the responsibilities identified in this charter.

Specific responsibilities shall include:

1. Solicit and receive input from Association homeowners and staff regarding facility/amenity usage and changes.
2. Develop and document a rigorous planning process to systematically identify and evaluate feasible strategic options for the Board to consider. The process shall include a suitable number of workshops or other appropriate interactions for the Committee to present interim results and ideas to the Board for their comments and further direction.
3. Develop the draft strategic written plan using Board prioritized goals and planning parameters, including timelines associated with each item.
  - a. This detailed plan should include an identified project description and specifications, timelines, construction and/or continuing budget impacts, oversight policies, need for additional staffing, community impact and criteria used for recommendations.
  - b. Develop and present specific recommendations including feasible alternatives, for consideration by the Board.
4. Annually, or at other periods as directed by the Board, review the strategic plan and recommend changes to keep the plan updated to reflect the character and needs of the Somerset community.
5. Annually review the upcoming Reserve Study projects and offer recommendations to the BOD on revisions to paint colors, carpet, equipment, etc.
6. Create sub-committees to support committee activities.

## Organization and Term

The Committee shall be composed of nine Board appointed members; comprised of one primary and one alternate Board member; and seven Association unit owners in good standing (five regular, voting members and up to two alternate, non-voting members). A quorum of the committee shall consist of a majority of members, allowing alternate members to be included if needed to create a quorum. A decision may be rendered by a majority of members at a meeting at which a quorum is present.

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At least one of the assigned Board Members shall be in attendance at each Committee meeting. The alternate members are encouraged to attend all meetings and participate in Committee discussion. Board members shall not vote on any matter that requires subsequent approval by the board of directors. Members selected should have a background in long range planning, construction/project management, environmental and/or analytics/financial expertise, or related professional services.

Each January, the Board shall appoint Committee Members and a non-Board member Chairperson and Vice-Chairperson who shall be responsible for leading all meetings. In the absence of a committee chair or vice chair the attending board member shall be in charge of running the meeting.

The Committee meeting calendar will be established on an annual basis for Board approval at the December Board meeting. Additional meetings can be scheduled as necessary.

A member of the Association staff will attend meetings as directed by the Board of Directors, but will not serve as a committee member. Staff members may take meeting recaps and provide information to the committee.

The Strategic Planning - Facilities Committee Charter was duly updated by the action of the Board of Directors on January 23, 2019.

By: \_\_\_\_\_  
Board President

Attested By: \_\_\_\_\_  
Board Secretary

## Committee Members Required Signatures

With my signature below, I agree that as an appointed member of the Strategic Planning - Facilities Committee, I am bound by all Somerset Governing Documents, local state and federal or other applicable laws and Board requirements to maintain all confidential information if presented. I also agree to attend scheduled meetings and to participate as an active member of this committee.

\_\_\_\_\_  
Name/Signature

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Date

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Name/Signature

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