

SBCA Facilities Committee Charter

PURPOSE:

To advise the SBCA Board of Directors about management, maintenance, and repair of, and improvements to, the Bay Club building and other SBCA facilities and property to help provide present and future services to members, at the best value for cost.

RESPONSIBILITIES:

1. Maintain a Reserve Schedule that provides for the cost and replacement, maintenance, or repair schedule of all life-limited items within the SBCA facilities and grounds.
2. Update the Reserve Schedule on an annual basis to confirm that estimated repair/replacement costs, useful life, useful life remaining for all components and any deferred project statuses are always accurate and up to date.
3. In conjunction with the Bay Club General Manager, recommend to the Board of Directors replacement, maintenance, or repair of items on the Reserve Schedule that should be incorporated into the upcoming fiscal budget.
4. Assist the Bay Club General Manager with the development and implementation of an annual maintenance plan including scheduling of maintenance and repair items and for specifying which items will be done by in-house personnel and which will be sub-contracted.
5. Review and forward to the Finance Committee, if appropriate, for its recommendation to the Board and then to the Board of Directors for approval, all contracts or purchases over \$5,000 in value for the maintenance, repair or improvement of SBCA facilities and grounds. Attempt to obtain competitive bids for any contract estimated to be over \$5,000 in value unless specifically exempted by the Board of Directors. In the event of the failure of an item critical to the Club operations, the Bay Club General Manager may inform the Board President or Vice-President and then proceed with the repair with a Board officer's approval but without the full Board's prior approval.
6. Conduct a walk-through evaluation of the SBCA facilities and grounds on a semi-annual basis, or as frequently as needed, to identify new maintenance or repair needs and to monitor the progress or completion of previously identified work, or in support of updating the Reserve Schedule.

Approved, **SBCA** Board of Directors:

FEBRUARY 10, 2022, at SBCA BOD meeting.
