

SOUTH BAY COMMUNITY ASSOCIATION BAY CLUB POLICIES AND PROCEDURES

POLICY # C.4.b

DATE APPROVED: 05-06-2016

SBCA FACILITIES COMMITTEE CHARTER

PURPOSE:

The SBCA Facilities Committee, reporting to the Board of Directors, shall ensure that the SBCA facilities meet the needs of the members, at the best value for cost. The scope of the committee includes the overall maintenance, repair, and upgrades to the facility and grounds as is required to support the current and future activities of the members of the SBCA. The scope includes both near and long-term planning to assure that the SBCA facilities are maintained and upgraded to keep them in an attractive condition for the membership.

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. Make recommendations to the Board of Directors on the funding requirements for the Reserve Schedule to assure that sufficient monies are available to meet the long-term needs of the SBCA.
2. Update the Reserve Schedule on an annual basis and present to the Board of Directors for approval.
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.
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, approve and present to the Board of Directors for approval, all contracts or purchases over \$2,000 in value for the maintenance, repair or improvement of SBCA facilities and grounds. Assure competitive bids are obtained for any contract estimated to be over \$2,000 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 without Board 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.

MEETINGS:

The committee will normally meet on a monthly basis but may meet on a more frequent basis to carry out the scope of work of the committee. The committee chair shall report to the Board of Directors on a monthly basis.