

**UNIT OWNERS ASSOCIATION OF
MARKET STREET TOWN CENTER CONDOMINIUM**

POLICY RESOLUTION NO. 21-22

FACILITIES COMMITTEE CHARTER

WHEREAS, Article III, Section 2(b) of the Bylaws states that “The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act, the Declaration, or by these Bylaws required to be exercised and done by the Unit Owner’s Association;” and

WHEREAS, The Board of Directors deems it desirable to establish a Committee of unit owners to advise the Board, in a reasonable and productive manner, on issues affecting the maintenance, use and enjoyment of the buildings and facilities by the membership;

NOW THEREFORE, be it resolved that a Facilities Committee shall be established, and that the following procedures for this Committee be adopted and implemented herewith:

I. Mission Statement

The primary responsibility of the Facilities Committee is to advise the Board of Directors, in a reasonable and productive manner, on issues affecting the maintenance, use and enjoyment of the buildings and facilities, including the swimming pool and Community Room by the membership.

II. Responsibilities

- A. Providing the Board of Directors with recommendations for specifications and scope of services for facility management, maintenance, security and enhancements.
- B. Providing the Board of Directors with recommendations regarding policies for use of the facilities which are owned and maintained by the Association.
- C. Providing the Board of Directors with recommendations regarding rules and regulations for the use of the facilities.
- D. Provide recommendations to the Budget and Finance Committee for expenses in the Committee’s area of jurisdiction to be considered for inclusion in the Association’s annual operating budget.

E. As appropriate, assist the Budget & Finance Committee in the review and recommendations of long-range capital improvements and enhancements to the building facilities.

III. Eligibility

Committee candidates and members shall be Owners who are in of good standing. Only one person from any one unit may serve on a specific Committee.

IV. Appointment and Terms

In accordance with the Bylaws, Committee members are appointed by the President.

A. Committee will have a minimum of three members and a maximum of five members.

B. Whenever practicable, Committee members are limited to serving on one Committee at a time.

The Board of Directors may remove any Committee member at any time, with or without cause.

V. Election of Officers

The President shall appoint the Chairperson of the Facilities Committee. At a minimum, the Committee shall elect a Secretary who will be responsible for recording accurate minutes of the Committee's meetings and submitting them to the Board of Directors in a timely manner.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the committee. In the interest of ensuring strong communications between the Board of Directors and the Facilities Committee, it is expected that the Committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors or, in lieu thereof, to submit a written report to the Board in advance of the Board meeting. The Committee Chairperson will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board as needed and answer any questions the Board may have regarding Committee assignments. Any Committee recommendations which require formal Board action, should be submitted to the Management Agent in advance of the Board meeting for inclusion in the meeting agenda.

VI. Meetings

All Committee meetings shall be open to all residents. In order for the residents to be reasonably informed of Committee meetings, the Committee Chairperson shall ensure that all meetings of the Committee are posted by any means that is deemed appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee Chairperson

shall notify the Management Staff at the earliest possible time so that the membership can be reasonably notified. The Committee Chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. The Committee Chairperson should designate a limited time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. A majority vote of members, while a quorum is present, shall constitute a decision of the Committee.

The Board will designate a Board Member to serve as a Committee Liaison. The Facilities Committee may use non-owner residents of Market Street Condominiums to serve as non-voting members for the purpose of additional assistance.

Resolutions Action Record

Resolution Type: Administrative Number: 21-22

Pertaining To: Facilities Committee Charter

Duly adopted at a meeting of the Board of Directors, held on August 25, 2022

Motion By: Dan Fulton

Seconded By: Jack Harvey

Board of Directors:

Chris Burke, President Yes No Abstain

Jack Harvey, Vice President Yes No Abstain

Megan Lubina, Secretary Yes No Abstain

Dan Fulton, Treasurer Yes No Abstain

Resolution Effective: 9-1-2022

