

Facilities Committee Charter



Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VIII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Facilities Committee and grants to the Committee authority specifically stated within the GRF governing documents.

In accordance with Article VIII of the Bylaws, the Committee Chair and members shall be appointed by the GRF President and approved by action of the BOD.

1. PURPOSE

To coordinate the construction, upgrading and preservation of all the Foundation's physical plant and fleet, including those open spaces hosting amenities, as well as the delivery of maintenance services to the Mutual corporations under the terms of the Management Agreement.

2. DUTIES

- 2.1.** This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees.
- 2.2.** Publish an agenda four (4) days in advance of the Committee meeting.
- 2.3.** The Chair shall, with the approval of the Committee, appoint a Vice-Chair.
- 2.4.** Unless canceled by the Chair, the Committee will meet with the Facilities staff monthly or whenever such meetings are deemed necessary.
- 2.5.** Review monthly staff reports.
- 2.6.** Analyze requests within the purview of this Committee.
- 2.7.** Act as coordinating Committee for Construction and Service bids.
- 2.8.** Assist the BOD in understanding compliance with contracts relating to the duties of this Committee.
- 2.9.** Quarterly review of all Construction and Service Contracts.
- 2.10.** Initial approval and recommendation to the Administration Committee (AC) of the annual budget for areas under the purview of this committee.
- 2.11.** Review upcoming applicable Reserve expenses.
- 2.12.** Every two years the Committee will review the rules/policies under its purview, and if any changes are suggested, send recommended changes to the BOD for approval.
- 2.13.** Perform a yearly review (during the budget cycle) of applicable Reserve components. Update dates, costs and transmit findings to the AC.
- 2.14.** Approve yearly 'Contractors of Record' list.

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- 2.15.** Oversight of the CA Manual on Uniform Traffic Control Devices (CA MUTCD); including line of sight, red curb reset study and traffic flow.
- 2.16.** Chair will furnish a report at the GRF Annual meeting.
- 2.17.** Committee responsibilities include but are not limited to all community infrastructure and related areas. See SECTION 3.

3. AREAS OF PURVIEW

- 3.1. Physical Plant**
 - 3.1.1.** Building and Infrastructure Assessment
 - 3.1.2.** Architectural Design
 - 3.1.3.** Trust Property Labor
 - 3.1.4.** Trust Property Maintenance
- 3.2. Project Management**
 - 3.2.1.** Construction
 - 3.2.2.** Project Management
 - 3.2.3.** Contractors of Record
 - 3.2.4.** Building Code Compliance
- 3.3. Service Maintenance**
 - 3.3.1.** Service Maintenance Coordination Systems
 - 3.3.2.** Physical Property Inspectors
- 3.4. Outside Services Contracts**
 - 3.4.1.** Custodial
 - 3.4.2.** Landscaping
 - 3.4.3.** Concrete & Paving
 - 3.4.4.** Trash
 - 3.4.5.** Pest Control
- 3.5. Environmental Services and Compliance**
 - 3.5.1.** Building and Infrastructure Assessment
 - 3.5.2.** Occupational Safety
- 3.6. Fleet Management**

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4. LIMITATIONS

It is recognized that the Committee's function is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employees are functions of Management and not to be encroached upon by any Committee Chair or member, either individually or collectively.

This Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of GRF. Authority to authorize contracts and/or expenses rests solely with the BOD.

Document History

Adopted: 25 Apr 23

Keywords: Charter