



BATTLECREEK COMMONS (BCC) CHARTERS

Board of Directors
Architectural Committee
Documentation Committee
Emergency Preparedness Committee
Finance Committee
Grounds Committee
Maintenance & Repair Committee
Neighborhood Watch Committee
Newsletter Committee
Nominating Committee
Orientation Committee
Planning & Projects Committee
Social Committee

Adopted March 2021

Revised June 2024

Board of Directors Charter

Purpose:

The Board represents the homeowners to oversee the common assets of BCC's property, manage its finances, run business affairs, enforce and set rules, and see to the maintenance and upkeep of the area, thus providing structure to the community, protect property value, and ensure it is a pleasant place to live.

Authority Statement:

- Ensure compliance with all legal requirements.
- The Board of Directors have a fiduciary duty to the corporation, which requires that members act in good faith, with skill and care, on behalf of the association.
- The board is the final authority and approving body and will consult with professionals when needed.

Statement of Board responsibilities:

- Set, recommend, and enforce all applicable Oregon statutes and BCC covenants, bylaws, rules and procedures.
- Review complaints and make decisions about resident concerns.
- Set monthly assessments and ensure they are collected and up-to-date.
- Appoint committee chairs and approve committee members. Review and approve all committee recommendations for association action.
- Work with committees to ensure we all share the same common goals for the preservation and maintenance of our BCC community.
- Hold regular meetings for members, determine voting matters, vote on issues, etc.
- Notify all homeowners about board and committee meeting dates/times/place.
- Publish meeting minutes in a timely manner.
- Communicate with homeowners, property managers, and other personnel.
- Adopt an annual budget with guidance from Finance Committee.
- Maintain accurate financial records and oversee all expenditures and investments.
- Maintain a reserve of funds.
- Ensure that the community is well maintained and insured against hazards.
- Ensure that the Board of Directors has an insurance policy.
- Prioritize maintenance and upkeep based on committee recommendations.
- Oversee and utilize cost effective contracts and contractors as necessary for professional operations and property maintenance.
- Respond to emergencies, as needed.
- Hire and oversee staff to help with day-to-day operations.
- Enforce penalties for violations of bylaws (fines, etc.).

Membership:

- BCC homeowners volunteer to be on the Board, which has seven members. (Any person who is a current owner in good standing and has been an owner for one calendar year is eligible, as defined in the Bylaws.)
- Board members are elected at the November annual meeting for a term of 3 years (or less if finishing a term that was incomplete).
- Officers of the Board (President, Vice President, Secretary, and Treasurer) are determined by the Board members. The three other Board members are directors.

Membership Responsibilities:

- President:
 - Preside over Board meetings.
 - Appoint committees as needed.
 - Delegate duties/responsibilities to other Board members as needed.
 - Sign documents and contracts approved by the Board.
 - Oversee staff.
- Vice President:
 - Assumes the President duties when the President is absent.
 - Coordinates the BCC committee work.
- Secretary:
 - Prepare meeting agendas and send out meeting notices.
 - Take and publish meeting minutes.
 - Maintain a spreadsheet of board motions.
- Treasurer
 - Oversee the association's finances and business office.
 - Liaison with the Finance Committee.
- Directors
 - Liaison with one or more committee.
 - Coordinate special or delegated projects.

Meeting expectations:

- Assume positive intent
- Respectfully share ideas or concerns
- Listen with intention
- Voice appreciation to others
- Generally one meeting per month, 1 to 1.5 hours in length
- For other than emergency meetings, notice of board of directors' meetings shall be distributed to homeowners or posted at a place on the property at least three days prior to the meeting.
- All Board meetings and work sessions are open to homeowners, except for Executive sessions.
- Meeting definitions:
 - Annual Meetings – to elect board members and occasionally vote on new Bylaws.
 - Monthly Board Meetings – to discuss BCC business and/or issues, and committee and staff reports.
 - Board Work Sessions - to prepare for the Board meetings by prioritizing topics/issues and to draft procedures (no votes are taken).

- Executive Sessions - to discuss confidential information (consult with legal counsel; discuss personnel matters, i.e, salary or discipline; collection of unpaid assessments; contract negotiations with a third party). These sessions are not open to homeowners and no votes will be taken.
- Minutes to be taken and posted in a timely manner.

Relationships:

- Work closely with Finance Committee and all other related BCC committees as appropriate.
- Be transparent and keep homeowners informed.

Architectural Committee Charter

Purpose:

To ensure owners comply with the BCC architectural standards as outlined in the Rules & Regulations and Bylaws.

Authority Statement:

The committee reviews all architectural applications by homeowners and has the authority to:

- Approve the request;
- Advise the homeowner on ways to bring the request to BCC compliance;
- Bring an issue to the board if there are any unusual circumstances.

Statement of committee responsibilities:

- Review all homeowner requests for architectural additions and/or changes to exterior of their unit or courtyard (including fencing).
 - Make a site visit to evaluate request to ensure compliance with governing documents.
- Review all requests for changes to commons structures by Board or the Office Manager.
- Make recommendations to the Board on all architectural requests.
 - Once approved, if there is any deviation on plan, a new application must be submitted by the homeowner.
- Monitor homeowners' work for compliance and ensure BCC regulations are being followed.

Membership:

- Homeowners/residents of BCC volunteer to be on the committee and are approved by the BCC Board.
- Chair/Co-chair is/are recommended by the committee, with final appointment by the BCC Board President.

Membership Responsibilities:

Chair/Co-Chairs:

- Advise homeowners on HOA requirements when requested;
- Present all homeowner requests for architectural changes to the committee;
- Research homeowner file for past history when considering any changes;
- Prepare meeting agendas (and share, preferably one week prior to meeting);
- Convene and preside over committee meetings as needed;
- Attend (or ensure there is representation) at other related meetings;
- Attend and report at BCC Board meetings and work sessions;
- Present committee recommendations at the monthly Board meetings;
- If accepted by the Board, assist homeowner in completing and filing "Waiver" form, if needed;
- Submit written reports to the BCC Board (e.g., semi-annual and end-of-year);
- Collaborates and coordinates with other Committee Chairs; and

- Delegate duties/responsibilities to other committee members as appropriate and as agreed to by members.

Committee members are expected to:

- Attend regular and special Committee meetings as much as possible; and
- Volunteer for Committee responsibilities and activities (e.g. minutes-taking, document drafting, meeting planning, etc.).

Meeting expectations:

- Assume positive intent
- Respectfully share ideas or concerns
- Listen with intention
- Voice appreciation to others
- Meet at least 3 times a year for annual inspections
- For official meetings, minutes to be taken and posted within a timely manner

Subcommittee structure:

- As directed by chair/co-chair
- Exists for duration to be specified when subcommittee is established

Reporting relationships:

- Direct report to the Board (by Chair/Co-Chairs)
- Works with other related BCC committees as appropriate

Documentation Committee Charter

Purpose:

Develop and maintain BCC documents, including Rules and Regulations, Employee Handbook, Board Procedures, Committee Procedures, and any other documents deemed necessary to provide guidance, promote consistency, and ensure compliance with BCC's governing documents (CC&Rs, Bylaws).

Authority Statement:

- The Committee makes recommendations to the BCC Board for revisions to existing documents and presents drafts of new and/or revised documents.
- The Committee enlists input and feedback from other committees.

Statement of committee responsibilities:

- Ensure that the Rules and Regulations and all other documents are consistent with the CC&Rs, Bylaws, and Oregon laws.
- At the request of the Board or other committees, revisions to existing documents will be drafted and presented to the Board for feedback and approval.
- Make recommendations for changes or additions to BCC documents based on input from other committees, homeowners, staff, and new laws that pertain to BCC.
- Draft new documents as needed and present to the Board for feedback and approval.

Membership:

- Homeowners/residents of BCC volunteer to be on the committee and are approved by the BCC Board.
- Chair/Co-chair are recommended by the committee, with final appointment by the BCC Board President.

Membership Responsibilities:

Chair/Co-Chairs:

- Schedule committee meetings as needed to review documents and/or draft revisions;
- Facilitate meetings;
- Attend (or ensure there is representation) at other related meetings;
- Attend and report at BCC Board meetings and work sessions;
- Submit written reports to the BCC Board (e.g., semi-annual and end-of-year);
- Collaborates and coordinates with other Committee Chairs; and
- Delegate duties/responsibilities to other committee members as appropriate and as agreed to by members.

Committee members are expected to:

- Attend regular and special Board meetings as much as possible; and
- Volunteer for Committee responsibilities and activities (e.g. research Oregon laws, document drafting, providing input, etc.).

Meeting expectations:

- Assume positive intent
- Respectfully share ideas or concerns
- Listen with intention
- Voice appreciation to others
- Meet as needed to review existing documents and discuss revisions
- Minutes to be taken and posted in a timely manner

Subcommittee structure:

- As directed by chair/co-chair
- Exists for duration to be specified when subcommittee is established

Reporting relationships:

- Direct report to the Board (by Chair/Co-Chairs)
- Work closely with all BCC committees as appropriate

Emergency Preparedness Committee Charter

Purpose:

Coordinate development of an “Emergency Response Plan” for formal adoption by the Board; and work with the Board and Owners to implement appropriate preparation steps (e.g., develop and train sub-neighborhood ‘emergency teams’). Work with the Board and local authorities to develop an on-site (or nearby) cache of supplies for BCC.

Authority Statement:

- The Committee makes recommendations to the BCC Board for ways to ensure the safety of BCC residents.
- The Committee enlists input and feedback from other committees.

Statement of committee responsibilities:

- Solicit and collate emergency response-related information from homeowners and make that available to Staff;
- Write periodic articles for the BCC ‘Newsletter’ regarding emergency preparation and related info;
- Provide information regarding emergency preparation-related training, and periodically make specific trainings available for BCC Owners and Staff;
- Develop list(s) of appropriate emergency-related supplies, and encourage homeowners to stockpile them;
- Identify and support on-site emergency communications, including Ham Radio Operators;
- Coordinate community-wide response to local emergency events (imminent and actual).

Membership:

- Homeowners/residents of BCC volunteer to be on the committee and are approved by the BCC Board.
- Chair/Co-chair are recommended by the committee, with final appointment by the BCC Board President.

Membership Responsibilities:

Chair/Co-Chairs:

- Schedule monthly committee meetings to discuss next steps for emergency preparedness;
- Facilitate meetings;
- Attend (or ensure there is representation) at other related meetings;
- Attend and report at BCC Board meetings and work sessions;
- Submit written reports to the BCC Board (e.g., semi-annual and end-of-year);
- Coordinate alerts to Owners and Board regarding special ‘emergencies’ and related issues and events;
- Collaborates and coordinates with other Committee Chairs; and
- Delegate duties/responsibilities to other committee members as appropriate and as agreed to by members.

Committee members are expected to:

- Attend regular and special Board meetings as much as possible; and
- Volunteer for Committee responsibilities and activities (e.g. research Oregon laws, document drafting, providing input, etc.).

Meeting expectations:

- Assume positive intent
- Respectfully share ideas or concerns
- Listen with intention
- Voice appreciation to others
- Minutes to be taken and posted in a timely manner

Subcommittee structure:

- As directed by chair/co-chair
- Exists for duration to be specified when subcommittee is established

Reporting relationships:

- Direct report to the Board (by Chair/Co-Chairs)
- Work closely with all BCC committees as appropriate

Finance Committee Charter

Purpose:

The purpose of the Finance Committee is to develop and manage the annual budget for Battlecreek Commons (BCC).

Authority Statement:

- The Committee provides recommendations and direction to the BCC Board regarding scheduling and planning based on the projects and available funds.
- The committee will work with appropriate BCC committees in planning Board approved projects.

Statement of committee responsibilities:

- Meet monthly to review the prior month's financial status for submission to the Board and to homeowners.
- On a monthly basis, complete a "mini" in-house audit of the books (checking all accounts; checking, reserve, dues receivable, payable, etc.).
- Monitor payables against budget line items and make recommendations to the Board for adjustments/amendments, as necessary.
- Review project related repair bids and contracts assuring all elements of the project have been addressed.
 - Per the By-Laws, submit recommendations to the Board for approval.
 - Monitor approved project contract expenses/payables to assure costs are within contract budget and advise the Board of potential overruns.
- When beginning budget preparation (July), work with all committees to ensure they are aware of the process necessary to be able to present their project(s) to the Board for funding and to be included in the following year's budget.
- All actions of the Finance Committee are to be in accordance with the Bylaws.

Membership:

- Homeowners of BCC volunteer to be on the committee and are approved by the Board.
- Chair/Co-chair is/are recommended by the committee, with final appointment by the BCC Board President.

Membership Responsibilities:

Chair/Co-Chair:

- Prepare meeting agendas (and share, preferably one week prior to meeting.)
- Schedule, convene and preside over monthly meetings.
- Attend and report at BCC Board meetings.
- Submit written reports to the BCC Board (e.g., semi-annual and end-of-year).
- Present annual budget proposal to the Board for approval on or before the November Board meeting. Present audit reports to the Board quarterly and annually.
- Present investment reports to the Board quarterly (January, April, July and October).

- Collaborate and coordinate with other Committee Chairs.
- Delegate duties/responsibilities to other committee members as appropriate and as agreed to by members.

Committee members are expected to:

- Attend regular and special Committee meetings as much as possible.
- Volunteer for Committee responsibilities and activities.

Meeting expectations:

- Assume positive intent
- Respectfully share ideas or concerns
- Listen with intention
- Voice appreciation to others
- Meet as needed to review existing documents and discuss revisions
- Minutes to be taken and posted in a timely manner

Subcommittee structure:

- As directed by chair/co-chair
- Exists for duration to be specified when subcommittee is established

Reporting relationships:

- Direct report to the Board (by Chair/Co-Chair).
- Work closely with Finance Committee and all other related BCC committees as appropriate

Grounds Committee Charter

Purpose:

The purpose of the Grounds Committee is to ensure the beauty and maintenance of the grounds in the BCC community.

Authority Statement:

- The Committee makes recommendations to the BCC Board for any landscaping projects for BCC common areas.
- The committee works with other committees as appropriate.

Statement of committee responsibilities:

- Review all homeowner requests for landscape changes (additions, deletions to exterior grounds, plant material, etc.).
- Make a site visit to evaluate requests of homeowners.
- Routine homeowner requests can be approved by 2 members of the committee at the time of request and do not need to wait for committee approval at the next meeting.
- Monitor homeowner maintenance of property to ensure compliance with BCC rules/regs.
- Make recommendations to the board for any beautification or maintenance landscape projects to the BCC common areas.
- Plan timelines for maintenance and projects for BCC common grounds landscape areas.
- Take the lead in identifying the short- and long-term grounds beautification projects, may work with other BCC committees as appropriate for project.
- On behalf of the Board, oversee the process of project implementation.
- In coordination with other related BCC committees as needed, be actively involved in the oversight of the bid/work estimate process for any landscaping grounds project including making the final recommendation to the Board regarding contractor(s):
 - Research options for improvements, compare options, and develop recommendations for the Board.
 - Ensure no projects are done without proper vetting of vendors (e.g., researching vendor history, licensing and bonding, record with the Contractors Board, etc.); and
 - Ensure no project is moved forward without a minimum of three bids (submit final 2 recommended to the Board).

Membership:

- Homeowners/residents of BCC volunteer to be on the committee and are approved by the BCC Board.
- Chair/Co-chair is/are recommended by the committee, with final appointment by the BCC Board President.

Membership Responsibilities:

Chair/Co-Chairs:

- Along with one other committee member, may approve homeowner requests at the time of request (requires minimum of 2-person approval);
- Present larger homeowner requests for changes to the Grounds committee;
- Present committee recommendations at monthly board meetings (for changes);
- Prepare meeting agendas (and share, preferably one week prior to meeting);
- Convene and facilitate monthly committee meetings;
- Attend (or ensure there is representation) at other related meetings;
- Attend and report at monthly BCC Board meetings;
- Submit written reports to the BCC Board (e.g., semi-annual and end-of-year);
- Collaborates and coordinates with other Committee Chairs;
- Delegates duties/responsibilities to other committee members as appropriate and as agreed to by members; and
- Liaison with board member and Grounds foreman to oversee all grounds in BCC.

Committee members are expected to:

- Attend regular and special Committee meetings as much as possible; and
- Volunteer for Committee responsibilities and activities (e.g. minutes-taking, document drafting, meeting planning, etc.).

Meeting expectations:

- Assume positive intent
- Respectfully share ideas or concerns
- Listen with intention
- Voice appreciation to others
- Generally, one meeting per month, 1 to 1.5 hours in length
- Quarterly meeting with grounds crew to discuss concerns, upcoming projects etc. – will be coordinated by committee chair during their workday
- Minutes to be taken and posted in timely manner

Subcommittee structure:

- As directed by chair/co-chair
- Exists for duration to be specified when subcommittee is established

Reporting relationships:

- Direct report to the Board (by Chair/Co-Chairs)
- Work closely with Grounds foreman to monitor maintenance of all HOA property for quality and timeliness

Maintenance & Repair Committee Charter

Purpose:

The maintenance committee is to develop and oversee the complete maintenance of our community from structures to grounds to utility systems. The proper executed maintenance of BCC will maintain (add) to our community's value both economically and physically, creating overall well-being for its residents.

Authority Statement:

- The Committee makes recommendations to the BCC Board of Directors regarding physical repair needs and scheduling, along with specific vetted contractor choices.
- The committee solicits input, feedback, and advice from other BCC committees.

Statement of Committee Responsibilities:

- The committee collects maintenance input from homeowners, BCC employees, and from the committee members by physically observing the community.
- Involvement with BCC maintenance and office staff to assist and advise on current and future projects;
- Monitor maintenance projects for quality and completeness;
- Develop a working relationship with contractors to hire for BCC projects; and
- Assist BCC staff with securing multiple bids for upcoming projects.

Membership:

- Homeowners of BCC volunteer to serve on the committee and are approved by the BCC Board.
- Chair/Co-chair are recommended by the committee, with final appointment by the BCC Board President.

Membership Responsibilities:

Chair/Co-chair:

- Schedule, convene and preside over monthly committee meetings
- Prepare meeting agenda
- Attend (or ensure there is representation) at other related meetings
- Attend and report at BCC Board meetings and work sessions
- Submit written reports to the BCC Board as needed.
- Update BCC homeowners on projects through email and/or the BCC Newsletter
- Share maintenance information, plans and issues with the BCC staff as needed
- Collaborates and coordinates with other Committee Chairs
- Delegates duties/responsibilities to other committee members as appropriate and as agreed to by members
- Review project bids for accuracy and recommendations to the BCC board

Committee members are expected to:

- Attend and participate at Maintenance Committee meetings;
- Attend and report at BCC Board meetings as requested by the Chair/co-Chair;
- Assist committee in maintenance research projects, data, systems, procedures and processes that may enhance the BCC community.

Meeting Expectations:

- Assume positive intent
- Respectfully share ideas
- Listen with intent
- Voice appreciation to others
- Meet as needed to review existing documents and discuss revisions
- Minutes to be taken and posted in a timely manner.

Subcommittee Structure:

- As directed by the chair/co-chair
- Exists for the duration and completion of project

Reporting Relationships:

- Direct report to the Board (by Chair-Co-chair)
- Work closely with all BCC committees as appropriate

Neighborhood Watch Committee Charter

Purpose:

The purpose of the Neighborhood Watch Committee is to maintain a safe, secure, and cohesive community through proactive strategies, community collaboration, and partnership with related agencies.

Authority Statement:

- The committee works to identify potential safety and security issues in BCC community
- The committee solicits input and feedback from the BCC Board, residents, BCC committees, and other resources or agencies as appropriate.
- The Committee makes recommendations to the BCC Board of Directors related to Neighborhood Watch and for any projects related to community safety or security of common areas.
- The Committee develops and recommends to the BCC Board, policies and procedures that will support the maintenance of a safe and secure community.

Statement of committee responsibilities:

- Promoting Vigilance: Encouraging residents to be alert, observant, and caring about their community and to report suspicious activities to this Committee's members and law enforcement.
- Maintaining confidentiality in regards to how incidences are reported.
- Strengthening Community Ties: Building a network of neighbors who communicate effectively and support one another in crime prevention efforts.
- Educating Members: Providing regular updates and education on safety practices, crime trends, and prevention strategies.
- Supporting Law Enforcement: Acting as the extra "eyes and ears" for local law enforcement and aiding in their efforts to deter and reduce crime.
- Review all homeowner reports of issues related to safety and security

Membership:

- Chair/Co-chair are recommended by the committee, with final appointment by the BCC Board President.
- Homeowners/residents of BCC volunteer to be on the committee and are approved by the BCC Board.
- Said residents must be in good standing, meaning current on HOA fees, or not currently subject to any BCC-imposed penalties/fines.

Membership Responsibilities:

Chair/Co-Chairs:

- Schedule and preside over monthly committee meetings
- Facilitate meetings
- Attend (or ensure there is representation) at other related meetings;
- Attend and/or submit reports at BCC Board meetings and work sessions;
- Delegate duties/responsibilities to other committee members as appropriate and as agreed to by members.

Committee members:

- Attend committee meetings
- Attend regular and special Board meetings as much as possible;
- Volunteer for Committee responsibilities and activities (e.g. researching related options, providing community information sessions, participate in training sessions related to committee topic).

Meeting expectations:

- Assume positive intent from all attendees
- Respectfully share ideas or concerns
- Listen with intention
- Voice appreciation to others
- Minutes to be taken and posted in a timely manner.

Subcommittee structure:

- As directed by chair/co-chair
- Exists for duration to be specified when subcommittee is established.

Reporting relationships:

- Direct report to the Board (by Chair/Co-Chairs)
- Works with other related BCC committees as appropriate.

Newsletter Committee Charter

Purpose:

Develop a monthly newsletter to be distributed to all BCC residents.

Authority Statement:

The Committee creates a newsletter with input from Board members, committee members, homeowners, or employees.

Statement of committee responsibilities:

- Ensure the contents of the newsletter are accurate and respectful to all.
- If quoting governing documents, ensure that the information is up-to-date and accurate.

Membership:

- Homeowners of BCC volunteer to be on the committee and are approved by the BCC Board.
- Chair/Co-chair are recommended by the committee, with final appointment by the BCC Board President.

Membership Responsibilities:

Chair/Co-Chairs:

- Convene and preside over committee meetings as needed.
- Present report at monthly board meetings.

Committee members are expected to:

- Solicit input from residents;
- Edit submitted articles, as needed;
- Prepare articles for the newsletter;
- Solicit advertisements to defray costs of printing the newsletter;
- Send draft of newsletter to Board for review prior to distribution;
- Publish the newsletter in a timely manner; and
- Deliver copies of the newsletter to the Office Manager for distribution to residents.

Meeting expectations:

- Assume positive intent
- Respectfully share ideas or concerns
- Listen with intention
- Voice appreciation to others
- Meet as needed to review existing documents and discuss revisions

Subcommittee structure:

- As directed by chair/co-chair
- Exists for duration to be specified when subcommittee is established

Reporting relationships:

- Direct report to the Board (by Chair/Co-Chairs)
- Work closely with all BCC committees as appropriate

Nominating Committee Charter

Purpose:

Purpose of the Nominating Committee is to find candidates to run for the Board or to fill mid-term vacancies pending approval by the BCC Board.

Authority Statement:

- The Committee makes recommendations to the BCC Board for homeowners to fill open positions in the Annual Meeting and for mid-term vacancies, as needed.
- The committee maintains contact with homeowners and identifies potential nominees.

Statement of committee responsibilities:

- Find homeowners who meet the minimum requirements (good standing, at least one-year resident etc.) and ask if they are willing to serve on the Board.
- Keep a list of homeowners who have verbalized interest and re-approach when term is open or for annual elections.
- Keep track of terms, who is serving in which Board position, and which are coming up for election. (The actual terms are determined by the Board at the first meeting following the annual meeting each year).
- Submit a nominee introduction packet for annual election (written bio for each candidate).

Membership:

- Homeowners of BCC volunteer to be on the committee and are approved by the BCC Board.
- Chair/Co-chair is/are recommended by the committee, with final appointment by the BCC Board President.

Membership Responsibilities:

Chair/Co-Chairs:

- Convene and preside over meetings as necessary;
- Provide the Board with a list of nominees for Board mid-term vacancies as needed, as well as for expired terms at least 30 days prior to annual meeting.

Committee members are expected to:

- Recruit candidates for expired terms;
- Ask current Board members if they are planning on running again (if mid-term assignee) or for some reason serving a shorter term;
- Attend regular and special Committee meetings as much as possible.

Meeting expectations:

- Assume positive intent
- Respectfully share ideas or concerns
- Listen with intention

- Voice appreciation to others
- Meet when mid-term vacancies occur to help suggest options of homeowner(s) to be appointed to finish out the term. These suggestions will be submitted to the Board.
- Meet several months prior to Annual meeting to discuss potential candidates and terms coming open.
- Minutes to be taken and posted in timely manner.

Subcommittee structure:

- As directed by chair/co-chair
- Exists for the duration and completion of the project

Reporting relationships:

- Direct report to the Board (by Chair/Co-Chairs)
- Work closely with all BCC committees as appropriate

Orientation Committee Charter

Purpose:

The Committee welcomes and provides needed information to new homeowners.

Authority Statement:

The Orientation committee is empowered by the board to welcome, orient, and provide HOA notebooks to new homeowners.

Statement of Committee responsibilities:

Ensure new homeowner notebooks are available and provide each new homeowner with the notebook and an explanation of the notebook and rules of the Association.

Membership:

- Homeowners of BCC volunteer to be on the committee and are approved by the BCC board.
- Chair/Co-Chair are recommended by the committee, with final appointment by the BCC Board President.

Membership Responsibilities:

Chair/Co-Chair:

- Convene and preside over committee meetings as needed;
- Present report at monthly board meetings.

Committee members are expected to:

- Contact and welcome new residents;
- Ensure new residents have an updated HOA resident notebook;
- Ensure a small stock of current notebooks are available in the office;
- Schedule orientation meetings.

Meeting Expectations:

- Assume positive intent
- Respectfully share ideas
- Listen with intent
- Voice appreciation to others
- Meet as needed to review existing documents and discuss revisions

Subcommittee Structure:

- As directed by the chair/co-chair
- Exists for the duration to specified when subcommittee is established

Reporting Relationship:

- Direct report to the Board by chair/co-chair
- Work closely with all BCC committees as appropriate

Planning & Projects Committee Charter

Purpose:

Purpose of the Long-Range Planning (LRP) Committee is to develop plans/proposals to guide and assist the Board and Finance Committee with maintenance and replacement projects.

Authority Statement:

- The Committee provides recommendations and direction to the BCC Board regarding scheduling and planning based on the Reserve Study and LRP Planning schedules (roof, siding, paving, sewer, etc).
- The Committee may engage in planning projects with the Finance Committee.

Statement of committee responsibilities:

- Maintain a 5, 10, 15, 20 + year plan of maintenance, repair and replacement projects for BCC infrastructure.
- Plan timelines for maintenance and replacement projects for BCC, based on industry standards and recommendations from related BCC committees.
- Take the lead in identifying the long-range maintenance, improvement, and additions to the BCC commons and facilities.
- On behalf of the Board, oversee the process of project implementation:
 - In coordination with other related BCC committees (Maintenance, Grounds, Architecture, etc), be actively involved in the oversight of the bid/work estimate process conducted by the appropriate committee, including making the final recommendation to the Board regarding contractor for long-term maintenance and replacement projects, and:
 - Research options for improvements and compare options and develop recommendations for the Board;
 - Ensure no projects are done without proper vetting of vendors (e.g., researching vendor history, licensing and bonding, record with the Contractors Board, etc.); and
 - Ensures no project is moved forward without the proper amount of bids.
 - In coordination with the Finance Committee, develop project budget for the next years' coverage of scheduled maintenance and replacement projects:
 - Each project should have a funded line item in each year's budget which rolls forward to the next budget year(s), to ensure funds are available when the project is implemented; and
 - Plan for next year's projects to be submitted in time for consideration for upcoming budget planning meetings.
 - Hold regular meetings (e.g. once/month) and special meetings on an as-needed basis.

Membership:

- Homeowners of BCC volunteer to be on the committee and are approved by the BCC Board.
- Chair/Co-chair are recommended by the committee, with final appointment by the BCC Board President.

Membership Responsibilities:

Chair/Co-Chairs:

- Prepare meeting agendas (and share, preferably one week prior to meeting);
- Facilitate meetings;
- Attend (or ensure there is representation) at other related meetings;
- Attend and report at BCC Board meetings and work sessions;
- Submit written reports to the BCC Board (e.g., semi-annual and end-of-year);
- Collaborate and coordinate with other Committee Chairs; and
- Delegate duties/responsibilities to other committee members as appropriate and as agreed to by members.

Committee members are expected to:

- Attend regular and special Committee meetings as much as possible; and
- Volunteer for Committee responsibilities and activities (e.g. minutes-taking, document drafting, meeting planning, etc.).

Meeting expectations:

- Assume positive intent
- Respectfully share ideas or concerns
- Listen with intention
- Voice appreciation to others
- Generally one meeting per month, 1 to 1.5 hours in length
- Minutes to be taken and posted within 7 days of meeting

Subcommittee structure:

- As directed by chair/co-chair
- Exists for duration to be specified when subcommittee is established

Reporting relationships:

- Direct report to the Board (by Chair/Co-Chairs)
- Work closely with Finance Committee and all other related BCC committees as appropriate

Social Committee Charter

Purpose:

The Social Committee plans social events for homeowners.

Authority Statement:

The Social committee is empowered by the board to plan social events.

Statement of Committee responsibilities:

Plan, publicize, and notify homeowners of community events and have food and/or refreshments available for the events.

Membership:

- Homeowners of BCC volunteer to be on the committee and are approved by the BCC board.
- Chair/Co-Chair are recommended by the committee, with final appointment by the BCC Board President.

Membership Responsibilities:

Chair/Co-Chair:

- Convene and preside over committee meetings as needed;
- As needed, present report at monthly board meetings.

Committee members are expected to:

- Plan social events for homeowners;
- Publicize and notify homeowners of planned events;
- Arrange to have food/refreshments at the events.

Meeting Expectations:

- Assume positive intent
- Respectfully share ideas
- Listen with intent
- Voice appreciation to others
- Meet as needed to review existing documents and discuss revisions

Subcommittee Structure:

- As directed by the chair/co-chair
- Exists for the duration as specified when subcommittee is established

Reporting Relationship:

- Direct report to the Board by chair/co-chair
- Work closely with all BCC committees as appropriate