

The Reserve at Williamsburg Homeowners Association Facilities Management Committee Charter

Facilities Management Committee Purpose:

The Homeowners Association (HOA) seeks to maintain and promote attractive and efficiently operated community facilities for the benefit and please of all who live at the Reserve at Williamsburg. The task of the committee shall be to manage to operation of the clubhouse and pool to best serve the residents.

The Facilities Management Committee (FME) reports to the Reserve Master Association Board of Directors and works directly with the HOA Managing Agent in matters related to the facilities when required. The FMC is responsible to manage, coordinate, and oversee the operation and maintenance of the clubhouse and pool.

Facilities Management Committee Qualifications:

1. Must be The Reserve at Williamsburg property owners (single and townhouses).
2. Must be in good standing in adherence to the CC&R's as well as financially current.
3. Must have an interest in making the Reserve at Williamsburg community a great place to live by providing well-managed community facilities for the enjoyment of the residents.
4. Requires the chair or a designated representative to periodically attend Board of Directors meetings to report on the work of the committee and to receive direction from the board.

Facilities Management Committee Appointments and Makeup:

1. The FMC will be comprised of three (3) to five (5) members depending on interest, plus a Board member.
2. The Board reserves the right to increase the number of people on the committee as time progresses, if the need arises.
3. Members will be appointed by the Board of Directors based upon qualifications and interest.
4. Members will select a chairperson to preside over meetings and oversee work by the committee. Chairperson will serve as tiebreaker on votes that are equally split.
5. Members may not serve more than two consecutive terms on the committee unless there is no one else interested in serving on the committee. During the term of the first FMC, the majority of membership of the Committee will have 2-year terms and the minority membership will have a 1-year term to provide flow of education, knowledge and skills. Thenceforward, all FMC members will serve two consecutive years at a time.

6. Homeowners shall be permitted to serve on other Committees, in addition to the “Facilities Management Committee.”
7. The BOD reserves the right to remove and replace any committee member that is habitually absent from meetings or is not contributing to the effectiveness and harmony of the committee.

FMC Duties and Responsibilities:

- The Facilities Management Committee shall meet at least once a quarter to discuss operational, management and maintenance issues related to the clubhouse and pool. Additional meetings may take place on an as-needed basis.
- All management and operational decisions proposed by the FMC require initial BOD approval before implementation.
- The chairperson, or a designated representative, shall periodically attend Board of Directors meetings to report on the work of the committee and receive direction from the Board
- Oversee the operation, management and maintenance of the clubhouse and pool.
- Update rules and regulations, as needed, regarding use of the clubhouse and pool.
- Develop ideas of how the clubhouse could better serve the community and generate additional income.
- Work with the Managing Agent to maintain a schedule of meetings, events, and rentals.