

**ENCORE BOARD OF DIRECTORS  
FACILITIES COMMITTEE CHARTER**

## Charter

This charter governs the operation of the Facilities Committee established by the Encore Board of Directors in accordance with Article 4, Section 15, in Encore Briar Chapel HOA By-Laws.

The Facilities Committee is a standing advisory committee appointed by and serving at the pleasure of the Board of Directors. The committee is headed by a Chairperson selected by the committee.

The Board would like committee members to serve for a minimum of one year. Since committee continuity is important, serving for longer than one year is appreciated.

## Purpose of Committee

The Facilities Committee's purpose is to oversee the community's clubhouse, pool, and common areas in accordance with Article VII of the Declaration of Covenants, Restrictions, and Easements for Encore at Briar Chapel.

## Duties and Responsibilities

- Committee meetings:
  - Create an agenda for all committee meetings.
  - Notify the Board liaison of all meetings.
  - Review committee budget periodically.
  - Record and provide to the Board liaison all meeting minutes to be posted on the Encore website.
- Develop an inventory of maintenance and repair issues at the clubhouse and pool area.
- Manage outside vendor contracts. Recommend and/or search for new vendors as needed.
- Interface with CAMS and vendors for service calls.
- Issue a yearly report to the Encore Board of Directors.
- Assist Encore Board of Directors in drafting the facilities budget for the following year.
- All communications with residents and outside vendors should be copied to the Board liaison.

## Board and Finance Committee Interaction

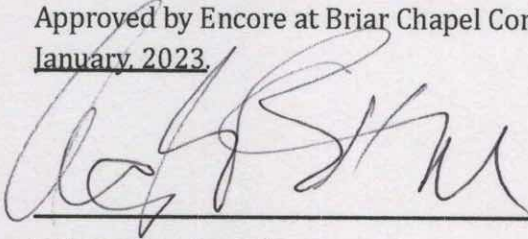
The Board of Directors will select one of its members as a liaison to the Facilities Committee. This liaison will attend committee meetings as appropriate and will not have voting power. The liaison is responsible for updating the Board on committee status. The committee chair should apprise the liaison of all communications with residents.

The Finance Committee will select one of its members as a liaison to the Facilities Committee. This liaison will attend committee meetings as appropriate and will not have voting power. The liaison is responsible for updating the Finance Committee on budgetary items. The Board of Directors has final authority on all facilities expenditures.

## Revision

This charter may be reviewed and revised as deemed necessary by the Board of Directors.

Approved by Encore at Briar Chapel Community Association Board of Directors this 19th day of January, 2023.



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Bill Buckley, President