

# **ENCORE BOARD OF DIRECTORS FACILITIES ADVISORY COMMITTEE CHARTER**

## **Charter**

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

The Facilities Advisory 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 Advisory 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**

- Develop an inventory of maintenance and repair issues at the clubhouse and pool areas.
- Manage outside contractors and vendors for service calls and/or search for new vendors as needed.
- Assist Encore Board of Directors in drafting the Facilities budget for the following year.
- Chairperson communicates committee status, including planned activities and budget (both complete and projected) to the Board Liaison.
- Requests for budget approval for repairs over the approved dollar limit given by the Board to be presented to the Board.
- All communications to residents 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 Advisory Committee. The liaison is responsible for updating the Board on committee status.

The Finance Committee will select one of its members as a liaison to the Facilities Advisory Committee. The liaison is responsible for updating the Finance Committee on budgetary items.

### **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 20th day of January, 2026.

Mary Ann Hale, President.