

KCCA House Committee Charter

Purpose:

- The House Committee is a standing committee of KCCA and it reports to the KCCA Board. Its role is to ensure the quality and long-term maintenance of the buildings and facilities of KCCA, and to provide the highest level of service to the members.
- The House Committee is charged with monitoring the physical condition of the buildings of KCCA, except the Aquatic Center, as well as the surrounding landscape and hardscape, such as sidewalks and parking lots.
- The House Committee is not responsible for the Aquatic Center or the outdoor pool, which are the responsibility of the Pool Committee. However, the two committees will have the ability to work together and provide assistance to each other when exploring and using vendor resources.

Responsibilities:

- Working with the Administrator, the Committee will regularly monitor and recommend measures for the routine, preventative and corrective maintenance of the buildings of KCCA and their surrounding landscape and hardscape.
- Assist the Administrator and Greens Superintendent in developing maintenance plans for the buildings, as described in the most current reserve study for KCCA.
- Assist the Administrator and Greens Superintendent with proposal and bidding of Reserve projects.
- Assist the Administrator and Greens Superintendent in the selection and maintenance of building equipment and infrastructure, including furniture, fixtures, and interior design finishes.
- Work with the Administrator and Greens Superintendent annually to identify needed Reserve capital improvement projects and present them to the Budget Committee.
- Work with the Administrator to monitor members use of these facilities and to establish and communicate rules related to KCCA common areas.
- Acknowledge responsibility to follow reporting requirements- see" Minutes and Reports" shown below.
- Follow appropriate laws and KCCA's governing documents including but not limited to KCCA Resolution 2012-310 "Committees Serving the Board of Directors".

Membership:

- House Committee members must be approved by the Board annually.
- This Committee must be chaired by a Board Director. The Director chairing this Committee shall recommend members to serve on the Committee.
- The Director will act as liaison between the KCCA Board, Administration, and the Committee.
- The House Committee shall consist of no more than two (2) Board Directors, no fewer than four (4) nor more than seven (7) resident- members. Experience in construction trades, interior design, etc. would be useful but is not required. Members should be committed to the work of the Committee.
- Committee members will serve for one year and may be re-appointed.
- The House Committee shall appoint a secretary who will record minutes of the meetings and submit them for Committee review. The Committee may, as needed, appoint a vice-chair who will serve when the Chair is not available.
- All Committee resident-members can cast votes on committee matters.

Meetings:

- The House Committee shall meet at least once a month or as often as necessary to meet its monitoring and maintenance obligations.
- All KCCA House Committee meetings are open to KCCA members and will take place on KCCA property.
- Minutes to be recorded and reports generated to be submitted as described below.

Minutes and Reports: Per Resolution 2012-310

- A. Minutes –

- The Committee secretary will prepare minutes of the meetings and submit them to the Chair or the Vice-Chair, if the Chair is not available. Minutes of the meetings must be approved by the committee Chair or Vice-Chair and clearly labeled "Approved" before submission to the Office for posting on the website and bulletin board.
- Approved minutes of the meetings must be submitted to the Association Office within 3 business days following each meeting.

B. Reports –

- The House Committee has the options of providing a written report to the Board and/or reporting verbally on committee activities at a Board meeting.
- Recommendations and findings that require action must be provided in writing to the Board members, along with facts and rationale related to the proposed action, prior to the Board meeting. If a financial decision is involved, recommendations and findings must first be presented to the Finance Committee for review.

The KCCA House Committee Charter is hereby accepted by the KCCA Board of Directors November 12, 2019.

Board Approved 11/12/19