

**STANDING COMMITTEE TERMS OF REFERENCE
COMMON FACILITIES PLANNING COMMITTEE
(March, 2022)**

PREAMBLE

This Common Facilities Planning Committee is created under the Venture Out Bylaws (Article IV, Section 11, f.) to assist and advise the Board of Directors. Committees may request assistance for outside professional advice and help but may not contract directly for these services. This responsibility lies solely with the Board of Directors and the Venture Out Manager.

MEMBERSHIP

The committee shall consist of up to nine (9) members as determined by the Board of lot owners as voting members, (including the Condo Board liaison as a voting member) to operate as a two-way conduit between the Committee and the Board of Directors, the Venture Out General Manager (non-voting), and other members of the Venture Out Management team (non-voting) may be included as required. Under the VO Rules and Regulations (Section III, Articles 7 & 8) a lot owner appointed to a Standing Committee established by the Board of Directors shall serve on such committee for a three-year term. A member may be reappointed thereafter for open ended one year term. In the event of Committee vacancies, the Committee will solicit applicants and recommend appointments to the Condo Board.

COMMITTEE PURPOSE

- To analyze and advise the compatibility, in relation to the VO long-term facilities plan and public code requirements, of all Proposals for Construction and/or Changes/Additions to the Common Area Facilities (Transmittals) or as designated by the Board.
- If the proposal is deemed compatible, to provide the Board with a recommendation on how to proceed, including the parameters and assisting with qualified bid requests to permit consideration by the Board.
- Identify, prioritize, and recommend action in respect of potential facility and space utilization in Venture Out.
- To investigate situations and develop more specific plans as requested by the Board.
- Update the Long Range Plan as needed to incorporate the new insights and data required through the 2016 Hultsman Long Range Plan and the current Reserve Study.
- Develop a process/template that the Board can utilize to not just evaluate a project's functional need, but also incorporates our ability to pay. Develop a financial component of this planning horizon likely to be a rolling five year or more plan. The plan should consider priority rating and importance (health and safety vs nice to have as an example), urgency and estimated cost as compared to our ability to fund the project.

OPERATIONAL GUIDELINES:

1. The Committee will strive to maintain amicable and cooperative relationships with all relevant agencies and Venture Out residents, including Venture Out management and staff.
2. The Committee will report to the Condo Board on all current and related issues.
3. The Committee will present an annual report to the Condo Board and lot owners at the annual meeting in February.

4. Under normal circumstances, once a year, the Committee will elect a chairperson, vice chairperson, and secretary. This election is to be held prior to the Boards' review of all Standing Committee Terms of Reference.
5. A quorum shall be six (6) members able to meet to conduct business. Teleconference or other such means may be used to include Committee members not yet in the Park in Committee decisions.
6. Annually, immediately after the new Condo Board Members have been seated, the committee will review its Terms of Reference and submit proposed amendments to the Condo Board FOR APPROVAL.
7. Minutes of all meetings will be taken and put on file with the Corporate Secretary,
8. Meetings are to be at least once per month during the season of October through March. The meetings shall comply with A.R.S 33-1248 {Bylaws art. IV & 13}. All board meetings (and regularly scheduled Board Committee meetings) must be open to members to attend and observe. The Committee may place reasonable time restrictions but shall permit a member (or rep.) to speak once, after the Committee has discussed a specific agenda item, before the Board takes formal action on an item under discussion. The Committee shall provide for a reasonable number of persons to speak on each side of an issue.
9. Agendas for Committee meetings are to be posted 48 hours in advance by the corporate secretary.
10. The committee meetings shall comply with Roberts Rules of Order when not in conflict with Venture Out Bylaws and Rules and Regulations.
11. Work with other VO Standing Committees as needed or directed by the VO Condo Board.

CURRENT MEMBERSHIP 2022-2023

Dale Lintott	802 Navion	maverickbuddy@hotmail.com (2 nd term)	2018-2024
Norman Lawrence	306 Merlin	gnlawrence@hotmail.com (2 nd term)	2017-2023
Paul Williams	209 Aztec	pauldbg@msn.com (2 nd term)	2018-2024
Peter Walters	610 Douglas	bwalters@chartermi.net	2121-2024
Jon Anderson	842 Navajo	ajplbg@gmail.com	2020-2023
Jim Anderson	20 Aztec	jim.terri.anderson@gmail.com	2020-2023
David Giliuson	6 Aztec	dgiliuson@gmail.com	2021-2025
Mike Ross	301 Merlin	michael.d_ross@yahoo.com	2022-2025
Bert Sebastian	308 Merlin	bertdaleseb@gmail.com	2022-2025

Gord Klofstad, Condo Board Liaison
 Management Reps.: Mary Schmit, General Manager
 Lynette Perdue, Secretary