



SUMMER REACH CONDOMINIUM TRUST

Systems and Infrastructure Committee Charter

PURPOSE:

The Summer Reach Board of Trustees (BOT) has authorized the establishment of the **"Systems and Infrastructure Committee"**. The purpose of this committee is to provide review, analysis and recommendations to the Board of Trustees regarding the performance, maintenance, servicing, and repair of the major systems within Summer Reach. The committee shall act in an advisory capacity to the Board and shall have no decision-making authority on behalf of Summer Reach Condominium Trust.

RESPONSIBILITIES:

The Committee shall advise and make recommendations to the Board on matters by gaining knowledge and understanding of the major systems in the community including:

- Septic system pump and tanks
- Backup generator
- Pool filter, heater, electric and lighting
- Clubhouse HVAC, lighting, electric and acoustics
- Street lighting

SPECIFIC RESPONSIBILITIES: The Systems and Infrastructure Committee's specific responsibilities include:

1. Archive schematics, maintenance manuals, and operating procedures for all equipment.
2. Monitor and document all maintenance by outside vendors.
3. Provide input to the BOT regarding future systems vendor selection and support any vendor transitions.
4. Provide the BOT with recommendations for upgrades, repairs, and replacement of equipment and infrastructure.

COMMITTEE STRUCTURE and TERMS

The Systems and Infrastructure Committee shall be established by the BOT at the meeting following the Annual Meeting and Election and shall serve until the following Annual Meeting and Election. The Systems and Infrastructure Committee shall be comprised of 3-5 community resident volunteers and is open to any Summer Reach Condominium Trust Unit Owner with working knowledge, background, or education in mechanical systems, pumps, and generators. *Each member of the committee must be unencumbered by any conflict of interest and also attest that they have never been convicted and to the best of their knowledge, are not presently under investigation for any felony.* Members will be appointed by the BOT. Additionally, appointment consideration criteria will include, but not be limited to, relevant experience, willingness and availability to serve, ability to get along with others, fairness, firmness and ability to function within a team. The committee may vote to establish committee roles, (chairman and secretary), as deemed appropriate. Committee positions shall be voted by the committee membership. The committee shall meet as frequently as necessary. *Minutes shall be kept of all meetings of the committee.*

AUTHORITIES

All committee members shall serve at the will of the BOT. The BOT has the right and authority to disband and discontinue any committee or subcommittee, as well as appoint or dismiss any committee member or subcommittee member, with or without cause.

RELATIONSHIP TO THE BOARD

The committee shall be an advisor to the BOT and a Committee report shall be provided to the BOT. The BOT shall designate two board members to serve as liaisons between the BOT and the Systems and Infrastructure Committee at its discretion provided, however, that such designee shall not assume the position of chair. The committee shall solely operate in an advisory capacity to the Board and shall have no unilateral decision-making authority of its own. The Board reserves the right to determine the matters that are referred to the Committee for its consideration and set the scope of the Committee's review. The Committee shall report back to the Board Landscape Liaisons within (15) days of its receipt of any referral, unless an extension is granted.

RELATIONSHIP TO MANAGEMENT

Management shall work with the committee to provide advice and recommendations from a management perspective to ensure that actions taken are consistent with the governing documents and may provide administrative support as required.

COMPLIANCE

The Systems and Infrastructure Committee is not authorized to financially or legally obligate the Condominium Association in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such request on behalf of the BOT). The Committee shall meet as frequently as necessary for review and discussion of assigned tasks.

The Systems and Infrastructure Committee may only communicate their recommendations through the board's liaison and said analysis and recommendations shall not be disseminated to the residents unless authorized by the BOT.

Communication (written, oral, and email or text) between committee members or committee members and the BOT is considered confidential information and will not be disclosed to any third party, including relatives, friends, and business and professional associates unless the BOT has authorized disclosures.

While board and committee members are expected and encouraged to discuss the organization with one another and targeted publics, they shall not repeat opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the BOT Co-Chairs or that would be supported by board policy, procedures, or decisions. The BOT also has the right and authority to take action or make decisions with or without involving any committees and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or subcommittee recommendations, should they see the need. The BOT also has the right to amend this Charter, should it be required.

07/06/2021