

# Sunflower Community Association

## Community Improvement Fund Recommendation Committee Charter

### ***Purpose/Mission***

The purpose of the Community Improvement Fund Recommendation Committee (“Committee”) is to assist the Board of the Sunflower Community Association by researching and developing recommendations for the next project that will access the Community Improvement Fund.

Type of Committee: Ad Hoc

### ***Scope of Work***

The Committee shall accomplish the scope of work as follows:

1. Review policy documents to develop a strong understanding of the purpose, funding and rules of the Community Improvement Fund (CIF).
2. Develop an estimate of the CIF funds that will be available for any proposed projects.
3. Survey the community to gather ideas for improvements that can be funded by the CIF.
  - a. Surveys may make use of community meetings, paper forms, emails, etc.
  - b. The initial survey will be to gather ideas, but not to prioritize projects at that point.
  - c. Included in the initial survey will be explanations to the community about the purpose and use of the CIF.
4. With information from the initial survey, develop and refine a list of possible CIF projects.
5. Using Committee expertise and insight, refine and limit the list to include only projects that are viable and affordable using CIF funds.
6. Develop project details and rough cost estimates for the viable and affordable projects, including estimates of maintenance costs and reserve funding.
7. Gather additional community input using the refined list project details and cost estimates to determine how the projects can be prioritized. This may be done through surveys and/or community meetings.
8. Detail the rationale and community support for each item on the list.
9. Select one or two projects as the next CIF funded project(s). Two smaller projects can be selected if they would not deplete the CIF.
10. Develop a report to the Board that:
  - a. Lists the possible projects according to the Committee’s and the community’s priorities.
  - b. Details the reasoning behind the Committee’s chosen project(s).

- c. Provides a rationale for the need and priority of the selected projects.
  - d. Shows a reasonable amount of project details and estimated costs.
  - e. Gives a projection of community support for the selected project(s) and discusses ways to succeed in getting community approval.
  - f. Provides an estimate of project costs in relation to current and future CIF funding estimates.
11. Deliver the report to the Community Manager for distribution to the Board within six months after the Committee is established.
  12. Completion will be when the Board has accepted the report and determines there is no further need for this Committee.

### ***Membership/Structure***

1. The Committee shall consist of five (5) members. Members of the Sunflower Community Association may apply for the Committee by filling out and submitting the Committee Application available at the front desk. The Sunflower Board will review the applications and select five members for the Committee.
2. At its first meeting, the Committee will elect a Chairperson and Secretary.
3. The Chairperson may establish working groups in order to accomplish assigned and chartered responsibilities.
4. The Board will appoint one of its Directors as liaison to the Committee.
5. The Committee may ask the Community Manager to attend to provide counsel and advice. The Committee will recognize that attendance may be limited by The Community Manager's schedule.

### ***Meetings/Quorum***

1. A quorum shall consist of three or more Committee Members.
2. Committee meetings are open to Members of the Association, but only Committee Members can vote on motions.
3. Committee Members may participate by teleconference.
4. All Members of the Committee shall be given at least two business days notice of the time and place of any meeting of the Committee. Such notice may be in person, by telephone, by fax, or by e-mail.
5. The Committee shall have its first meeting within two weeks after the Members are selected by the Sunflower Board and will continue to meet as needed until the scope of its work is completed.

### ***Agenda/Reports***

1. The Chairperson shall be responsible for establishing the agendas for meetings.
2. An agenda, together with relevant materials, shall be sent to Committee members at least two days in advance of the meeting.

3. Minutes for all meetings shall be drafted by a Committee Secretary, reviewed by the Committee Chairperson, and approved by Committee Members at the following meeting.
4. The Committee will submit copies of its meeting minutes to the Community Manager for posting.

#### *Limitations*

1. The Committee cannot enter into contracts or agreements.
2. The Committee cannot approve projects or proposals.
3. The Committee does not have authority to spend association funds.
4. The scope of the Committee deals only with the Association's Community Improvement Fund.
5. The authority of the Committee does not extend beyond what has been defined by the Board and Association policy.
6. Staff support may only be utilized with prior approval of the Community Manager.

#### **References**

1. Community Committee Policy No. 7.01
2. Second Amended and Restated Declaration of Covenant, Conditions and Restrictions for Sunflower, Article X, paragraph 10.12 Community Improvement Fee (CIF).
3. Date Adopted by Sunflower Community Association's Board of Directors: May 9, 2018