

# PMCPOA COMMITTEE CHARTER

## OVERVIEW

By resolution passed at its regular meeting held on \_\_\_\_\_10/15/22\_\_\_\_\_ the Board of Directors of the Pine Mountain Club Property Owners Association, Inc. hereby grants this charter to the **Planning Committee**, a standing committee of the Association.

## PURPOSE

The purpose of the Planning Committee is to: revise and update as appropriate the planning documents for this Association, the latest version of the Strategic Plan and Facilities Master Plan in collaboration with the standing committees of PMCPOA and the general manager. The committee chair will review and discuss with the committee the Common Rules of All Committees at the beginning of the fiscal year.

## CHARTER

The Board of Directors hereby authorizes and directs the planning committee to perform the following tasks:

1. STRATEGIC PLAN for the PMCPOA – updated at least every five years and shall contain at a minimum:
  - a. SUMMARY ANALYSIS OF TREND DATA
    - i. The outcome of a members survey – conducted every 2-3 years
    - ii. For continuity, that survey will ask the same questions that were posed in previous surveys
    - iii. The survey may contain additional questions on different topics
  - b. LIST & ANALYSIS OF SIGNIFICANT COMMUNITY ISSUES
    - i. The outcome of interviews with key interest groups in the community as defined by the committee.
  - c. LIST OF SIGNIFICANT ASSOCIATION ISSUES
    - i. The outcome of interviews with each standing committee chair or appointed representative.
  - d. MEMBERS’ OPEN FORUM RESULTS
    - i. The above research outcomes are presented to those in attendance
    - ii. A Strengths, Weaknesses, Opportunities, and Threats analysis may be developed
    - iii. The Mission Statement for PMCPOA is reviewed and revised if necessary

- iv. The goals of PMCPOA that advance the mission are reviewed and revised if necessary. Goals are broad statements of what the mission will achieve for PMCPOA.
  - e. LIST OF OBJECTIVES
    - i. Forum results that are prioritized to advance the goals of PMCPOA.
    - ii. Objectives are concrete, measurable statements that tell each segment of the Association what their role is in advancing the goal.
  - f. LIST OF ACTION PLANS
    - i. Formulated by the committee
    - ii. Action plans are specific actions to be taken by named segments of the Association to meet a stated objective
    - iii. Each action plan shall contain a date, a person or committee responsible, and a measure that will demonstrate the action has been completed successfully
    - iv. The Facilities Master Plan is to be consulted where appropriate.
  - g. If the board so authorizes, the Strategic Plan may be developed with the assistance of consultants, but such a plan must contain all the above elements
- 2. OVERSEE ACTION PLANS - Ensure that the action plans are being dealt with in a timely and realistic manner by:
  - a. Monitoring the progress of the person/organizations responsible for the action plans;
  - b. Reviewing and coordinating action plan findings and recommendations and providing these to the board of directors for review and disposition;
  - c. Providing written bi-monthly progress reports regarding the action plans to the board.
- 3. FACILITIES MASTER PLAN – revise and update as appropriate in collaboration with the standing committees of PMCPOA and the general manager. The Facilities Master Plan shall contain at a minimum:
  - a. CURRENT LIST OF FACILITIES for PMCPOA
    - i. Detailed description of all physical structures, a detailed description of other non-structural components in the development, and major capital equipment as listed in the Capital Reserve Study.
  - b. SUMMARY OF ALL CURRENT PROJECTS
    - i. Remodel, upgrade, or rebuild any structure in PMCPO
  - c. ARCHITECTURAL DRAWINGS
    - i. A catalog and location, if available, of all structures in the development.
  - d. ENGINEERING DRAWINGS

- i. A catalog and location, if available, of all appropriate venues in the development such as the golf course irrigation system, the park irrigation system, etc.
- e. DEVELOPMENT PLANS
  - i. A catalog and location containing the greenbelts, Association land, and privately-owned land.

The planning committee shall conduct research, consult with professionals, and advise the board as to the feasibility, costs and benefits, and alignment with the Facilities Master Plan, of any proposed construction projects in the development or any association project proposal that proposes to expend capital funds.

Hard copy and electronic copy documentation of the Facilities Master Plan will be stored in a secure area within the Association’s clubhouse.

4. A2 / PROPOSED PROJECTS

- a. Review and evaluate the preliminary concept for proposed projects to ensure they contain preliminary cost estimates and that the projects align with the PMCPOA mission, goals, and the strategic plan. Assist the originator of the preliminary project with completing the business policy/procedure A-2 form.
  - After the project proposal form has been reviewed as specified in business policy/procedure A-2, review the project and make recommendations to the board of directors as to the alignment of the project with the Association mission statement, the Association goals, the strategic plan and sound business policies.

5. When so directed by the board of directors, provide advice to the board on other planning matters in the Association.

a. CLUBHOUSE REMODEL

## MEMBERSHIP

Desired qualifications for this committee include but are not limited to:

The standing committee will consist of a minimum of five members appointed in accordance with bylaw section 11.03

Members of this committee are required to follow the Association rules for all committees in article 19.

## MEETING TIMES

First Saturday of each month, 1:00pm, PMC Pavilion

Approved:			
	Committee Liaison		Corporate Secretary
Date:			