

CHARTER OF THE PLANNING COMMITTEE

By resolution passed at its regular meeting held on February 17, 2018, the board of directors of the Pine Mountain Club Property Owners Association, Incorporated, hereby grants this charter to the planning committee, a standing committee of the Association.

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

The planning documents for this Association are the latest version of the Strategic Plan and the Facilities Master Plan.

The committee chair will review and discuss with the committee the Common Rules of All Committees at the beginning of the fiscal year.

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

1. At least every five years develop an updated Strategic Plan for the PMCPOA which shall contain at a minimum:
 - a. A summary analysis of trend data that is the outcome of a survey of the members. For continuity, that survey will ask the same questions that were posed in previous surveys. The survey may contain additional questions on different topics;
 - b. A list and analysis of significant community issues that are the outcome of interviews with key interest groups in the community as defined by the committee.
 - c. A list of significant Association issues that are the outcome of interviews with each standing committee chair or appointed representative.
 - d. The results of a members' open forum at which the above research outcomes are presented to those in attendance, a *Strengths, Weaknesses, Opportunities, and Threats* analysis is may be developed, the mission statement for PMCPOA is reviewed and revised if necessary, and 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. A list of objectives produced at the same forum that are prioritized to advance the goals of PMCPOA. Objectives are concrete, measurable statements that tell each segment of the Association what their role is in advancing the goal.
 - f. A list of action plans formulated by the committee that meet the objectives. Action plans are specific actions to be taken by named segments of the Association to meet a stated objective. Each action plan shall contain a date, a person or committee responsible, and a measure that will demonstrate the action has been completed successfully; 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 of the above elements.
2. 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. The Planning committee will revise and update as appropriate the Facilities Master Plan in collaboration with the standing committees of PMCPOA and the general manager. The Facilities Master Plan shall contain at a minimum:

- a. A current list of all facilities for PMCPOA including a 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. A summary of all current projects that are proposed to remodel, upgrade, or rebuild any structure in PMCPOA.
- c. A catalogue and location for architectural drawings, if available, of all structures in the development.
- d. A catalogue and location for engineering drawings, if available, of all appropriate venues in the development such as the golf course irrigation system, the park irrigation system, etc.
- e. A catalogue and location for the all development plans 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.

4. Hard copy and electronic copy documentation of the Facilities Master Plan will be stored in a secure area within the Association's clubhouse.
5. 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.
6. 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.
7. When so directed by the board of directors, provide advice to the board on other planning matters in the Association.