



## **BUILDING COMMITTEE CHARTER**

### **Purpose of Committee**

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The Building Committee (“Committee”) shall provide guidance to Association staff on appropriate actions required to facilitate the necessary maintenance, leasing, purchase or sale of buildings or property owned or maintained by the Association.

### **Committee Membership**

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The Committee shall be made up of the Association’s Chief Financial Officer, a Relationship Manager, when appropriate, and members of the Board of Directors residing closest to the building, or who have the required skills to advise staff on property matters.

### **Committee Duties and Responsibilities**

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1. Make appropriate recommendations to the Board of Directors on matters related to the building and property owned by the Association.
2. Require Resolutions, under Corporate Seal, on all official matters pertaining to the sale or lease of buildings or property owned by the Association.
3. Ensure that any regulatory requirement in planning or implementation of building or property projects is understood and evaluated.
4. Ensure compliance with the Americans with Disabilities Act.
5. Review annually the Committee’s Charter, and make appropriate recommendations to the Board of Directors.

### **Committee Meetings**

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The Committee shall meet as needed, in order to manage and maintain the buildings and property owned by the Association.

The Committee shall be provided with whatever resources it needs to fulfill its responsibilities, including outside consultants, as appropriate and within the budget limitations of the project.

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**Approved by the Board of Directors: October 26, 2016**