

# **Naples Reserve Homeowners Association Infrastructure Planning and Development Committee Charter**

## **Mission Statement or Purpose:**

- Develop long-term solutions to deliver food/ beverage services.
- Identify other short- and long-term infrastructure issues and develop solutions that meet the needs of the community. Examples include Island Club, Fitness Center, Outrigger, Egret Gate, Maintenance Shed, Kontiki Island and Tiki Bar/Area.
- Research, coordinate and implement those solutions.

## **Responsibilities or Goals and Tasks:**

- Survey residents to determine needs, interests, willingness to fund and other base line data.
- Explore expansion/modification of current infrastructure (Island Club, Outrigger, Activity Rooms, etc.) to fulfill as well as complete renovation, identifying pros/cons and costs.
- prepare options, with costs, pros/cons of each and ultimately recommend a course of action that includes timing and costs in consultation with the Finance Committee.
- Implement with the direction of the Board.

## **Procedure:**

- The Committee will conduct resident surveys, develop options for the Board of Directors to consider, recommend service providers to the Board of Directors to select from and coordinate all activity to fulfill the Mission Statement. Coordination with the Property Management firm in all aspects is assumed.

## **Authority:**

- The Committee is Ad Hoc and will serve until the fulfilment of the Mission Statement

## **Meetings:**

- Committee meetings will occur weekly or at a duration mutually agreed by the members.

## **Committee Members:**

- Each committee member shall serve for the duration of the assigned task.
- A committee comprise of no more than ten residents will be established. Members may leave and new appointment made as tasks change and different expertise is needed.
- The Board may remove a member of the committee for no longer being eligible or in violation of the Code of Conduct. Vacancies shall be filled by appointment from the Board.

## **Code of Conduct:**

- All Committee members must be in good standing, have no conflicts of interest, have no unresolved violations in the Community, and no current felonies.
- All Committee members will use reasonable judgement, fairness, and be respectful.

- All Committee members shall refrain from discussing confidential Committee matters outside of the committee.

**Reporting:**

- Copies of Minutes, correspondence and other related materials developed to enable the Committee to fulfill its duties shall be forwarded to the property manager for record keeping.

**Insurance:**

- Committee members are covered under the Naples Reserve Homeowners Association, Inc. General Liability Officer and Director Insurance Policy for committee related activities for actions within the scope of their duties. No committee member shall act outside the scope provided herein nor shall any committee member represent themselves as a representative of the Association for matters outside the scope provided herein.

**Board Appointed Liaisons:**

- The Board appointed liaisons will attend committee meetings as appropriate. The liaisons will serve as the chief person to communicate with the Board.

## **STATEMENT**

I have received, read, and agree to abide by the terms of this Charter for the Naples Reserve Homeowners Association, Inc. \_\_\_\_\_ Committee.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_