



**Roadhaven Resort**  
of Apache Junction

## PLANNING COMMITTEE CHARTER

The Roadhaven Planning Committee is established in accordance with the Bylaws of the Roadhaven Resort Homeowners' Association. The Committee is advisory to the Board of Directors.

The Planning Committee Chair shall be appointed annually by the Board of Directors after the Annual Meeting and shall serve at the pleasure of the Board.

The Committee shall consist of no less than five (5) members who are homeowners in good standing with the association, plus the General Manager and Assistant Manager. Subcommittees, which may include homeowners that are not part of the main committee, may be formed to perform specialized assignments.

The Chairperson of the Committee shall be an HOA member. A Chairperson shall serve no more than three (3) consecutive full year terms, but for the purpose of continuity, may remain on the committee. Due to the technical nature of the Planning Committee, committee chairs can be granted a waiver to the three (3) year consecutive rule by Board Approval. Committee members may serve more than three (3) years. All terms shall coincide with the Roadhaven Fiscal year.

### Policy / Procedures

The Committee shall serve as the facility planning consultant for the Board of Directors for matters relative to:

- Assisting the General Manager to develop, update and maintain the 20-year plan.
- Recommend and plan for new, expanded or modified facilities or building remodeling activities as approved by the HOA Board and if needed by HOA members by ballot.
- Assist with Budget recommended projects to enhance and maintain the infrastructure of the resort.
- Monitoring the planning, execution, and completion of HOA reserve projects.
- Recommend changes or additions to utilities or other support systems of the resort.
- Such other duties as requested by the Board of Directors.

Each project identified by the Planning Committee will be vetted by the Board and the General Manager. Once the Board and General Manager are supportive of the project, a team will be put together from the committee and any other volunteers to fully scope the project. This will require the team in some cases to engage an engineering consultant to produce drawings and

provide a construction estimate. The General Manager will be involved in all facets of this work.

The role of the committee will be to develop a project to the point where the General Manager has drawings, a scope of work and a material list of equipment required. Once the project has been approved at the Annual Meeting in the budget, the General Manager can then proceed with the completion of the project.

This process will require a greater time commitment by Committee members and will probably result in the use of more Owner volunteers on specific projects.

The result should be a properly scoped out project that will contain very few surprises during the construction phase and make life easier for all.

The Planning Committee will provide a monthly report to the Board and Owners as to progress on project development. The Planning Committee will interface with the Communications Committee to ensure that the planning progress is shared with the Owners. A design room will be established to involve the Owners. This process will ensure openness with the Owners and should provide a more open process which will allow for Owner buy-in.

### **Planning Costs**

This process will increase the upfront planning costs however it will be justified by a more accurate cost estimate of the project. The Board and General Manager need to be supportive with the project as design costs will be incurred prior to the project being included in the official budgeting process. The costs will be kept to a minimum.

The Planning Committee shall coordinate with the additional Board members and standing committees to gather information relative to the needs of the resort and requirements and priorities for planning in the resort. Based on the information received, priorities will be assigned and a work program developed. The project costs will be developed prior to the compilation of the annual budget and submitted to the Board of Directors for review.

The Planning Committee members shall treat all information as proprietary to Roadhaven Resort and not disclose the information outside of the Roadhaven Homeowners Association.

The Committee shall meet on a regular basis throughout the winter season and summer by conference calls at a time and place agreed to by the Committee.

A member of the Committee, usually the Chairperson or delegate, shall represent the Committee at all regular and open meetings of the Board of Directors.

A summary of the minutes of all regular Planning Committee meetings will be prepared and distributed to the members of the Committee, Board of Directors, and General Manager. A permanent copy of all minutes shall be filed in the office of the Board of Directors.

Any and all regularly scheduled committee meetings are open to all members of the association. Location, date & time of meeting will be posted by the Board Admin. Asst.

**Approvals:**



Sherri Stewart  
Board Secretary



Carl Thoutt  
Board President

**Date:**

November 21, 2019