

HACIENDA CARMEL COMMUNITY ASSOCIATION



Facilities and Infrastructure (FIC) Committee Charter

Purpose

The Facilities and Infrastructure Committee ("FIC" or "Committee") serves in an advisory capacity to the Board of Directors ("Board") of the Association. The Committee shall conduct its activities in the best interest of the Association and in accordance with the Association's governing documents, including the Articles of Incorporation, CC&Rs, Bylaws, applicable Board policies, and this Charter.

The purpose of the Committee is to assist the Board and General Manager by reviewing and making recommendations regarding the maintenance, repair, replacement, and long-term planning of the Association's common area facilities and infrastructure.

The FIC shall evaluate of the totality of the infrastructure (underground utilities, streets and sidewalks, bridge, pump stations, sewer lines, berm stability, refuse practices, backflow devices, water distribution systems, flow meters, gas lines to units, electrical room components, and emergency generator) and common area facilities.

Authority

The FIC is a Standing Committee of the Association and serves at the direction and pleasure of the Board.

The Committee may:

- Review and evaluate the condition of Association-owned infrastructure and common area facilities.
- Review maintenance, repair, replacement, and capital improvement projects.
- Make recommendations regarding infrastructure planning, preventative maintenance, reserve projects, and operational improvements.
- Recommend budget priorities related to infrastructure and facilities.
- Recommend that the Board authorize consultation with qualified engineers, architects, or other professionals when specialized expertise is warranted.

Management and the Committee are authorized to spend up to \$5,000 per fiscal year to consult with third party engineers/architects/other professionals without obtaining prior Board approval. Unused funds do not carry over from year to year.

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Membership

The Committee shall consist of up to five (5) Members held in good standing who each have professional backgrounds in architecture, design, engineering, construction management, construction trades or financial backgrounds. Eligible members may include Owners in good standing.

Committee members, advisors, and the Chair serve at the pleasure of the Board and may be removed by the Board at any time, with or without cause. The Board may appoint a Board Liaison and/or staff liaison to support Committee operations.

Committee member terms and tenure shall be governed by the Association's Committees Policy and applicable Board appointments. Further, committee member eligibility shall also be subject to the requirements contained in the Association's Committees Policy.

Organizational Structure and Meetings

The Committee reports directly to the Board and operates pursuant to:

- * This Charter
- * The Association's governing documents
- * Applicable Board resolutions and policies
- * Applicable California Civil Code

The Committee shall meet as necessary to conduct Committee business. Meetings may be conducted in person or virtually.

The Committee shall maintain minutes, records of decisions, and recommendations, and shall provide reports to the Board as requested. All official Committee correspondence and records shall be maintained through the Association office.

The Committee has no authority to supervise or direct Association staff. All operational requests and communications shall be routed through the General Manager.

Quorum requirements and officer selection procedures shall be governed by the Association's Committees Policy.

Unless otherwise determined by the Board or permitted by California Civil Code, Committee meetings shall generally be open to the Membership. The Committee may limit participation, attendance, or discussion as reasonably necessary to protect confidential owner information, privacy, and orderly Committee operations.

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Confidentiality and Conduct

Committee members shall:

- Conduct themselves professionally and impartially
- Maintain confidentiality regarding owner information and confidential matters
- Avoid conflicts of interest
- Refrain from discussing confidential owner information or matters outside official Committee business

Chair Responsibilities

The Chair shall:

- Facilitate Committee meetings
- Coordinate agendas
- Maintain orderly and consistent Committee operations

The Chair does not possess unilateral authority beyond that granted to other Committee members unless specifically authorized by the Board.

Reporting and Record Retention

Copies of Committee minutes, correspondence, and related records shall be maintained by the Association as part of the Association’s official records.

Annual Review

This Charter shall be reviewed periodically by the Board and may be amended, suspended, or repealed at any duly noticed Board meeting.

Approval

This Charter was approved by the Board of Directors of Hacienda Carmel Community Association on **July 21, 2026** and supersedes all prior Committee charters.

Approved:

Signed by:  BE02F79682C748C...	secretary _____	8/11/2026 _____
Signature	Title	Date