

Community Services Associates, Inc. (CSA)
Maintenance, Enhancement and Major Projects Committee
Charter 2021

1. Purpose:

To advise the CSA Board to exercise its oversight responsibilities regarding maintenance and major repairs and replacement, enhancements and capital projects for CSA consistent with CSA policies, goals, objectives and guidelines.

2. Responsibilities:

- a. Evaluate and recommend the following for CSA Board approval:
 - i. CSA's Annual operating plan and budget for maintenance operations, major repairs and replacement and major projects for infrastructure expenditures;
 - ii. Operating standards and changes to those operating standards for maintenance and major projects;
 - iii. Long Range projections for MR&R, capital improvements, major enhancements and operations and the related financial cost projections;
 - iv. Review and recommend reserve study plans, updates and related recommended requirements;
 - v. Amendment to covenants, franchise or service agreements affecting CSA maintenance, enhancements and major projects.

- b. Advise and inform CSA Board regarding maintenance, enhancements and major project matters as to the following:
 - i. Interim reports as the Board requires regarding results of operations, financial position, major projects, capital expenditures, comparison to budgets, and projected yearend forecasted results, highlighting areas of concern or opportunities;
 - ii. CSA reserve study and components report to property owners to ensure adequate communication on the status of the CSA reserve study and funds, results of annual operations, and other maintenance information of import;
 - iii. Periodic assessments of operational and financial performance to objectives;
 - iv. As requested by the Chair or Executive Committee of the CSA Board, to participate in updating the long range strategic planning, or other special projects.

3. Committee Membership: (limited to 9 non-board members, per CSA Bylaws) as approved by the CSA Board:

- a. CSA and ASPPPPO Board Member;
- b. Property owner volunteers with landscaping experience;
- c. At least one Commercial and one Resort representative;
- d. As many as three qualified landscape architects;
- e. Staff support as designated by the CSA President;

- f. Ex-Officio: CSA President; CSA Director of Maintenance, Enhancement and Major Projects; CSA Director of Special Projects and Operations and the CSA Chair.
4. **The Committee Does Not:**
- a. Authorize distributions;
 - b. Approve or recommend to members dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the corporations assets;
 - c. Select, appoint, or remove directors or fill vacancies on the board or on any of its committees;
 - d. Adopt, amend or repeal the Articles or Bylaws.

Approved, CSA Board of Directors, February 23, 2021.



Carolyn Adams
Secretary, CSA Board of Directors