

LONG-RANGE PLANNING COMMITTEE & PROPERTY (LRP&P) CHARTER

Background:

This committee was developed to support the ongoing need for maintaining, developing and enhancing Sunscape's infrastructure, buildings and grounds. Strategic Planning for the future of Sunscape is an ongoing process, not a singular event and requires sound practices in a business-like manner with the support of our members. The committee was established as a standing committee under the Sunscape Bylaws to aid the Cooperative and the BOD in the long term planning and management of its property.

Mission:

The LRP&P Committee works in conjunction with the Board of Directors strategic objectives, to provide future planning services and quality property accountability to benefit Sunscape Estates RV Park Cooperative Members and visitors.

Objectives:

- Develop a long term vision through the Comprehensive 5-Year Plan that reflects the opinions and desires of residents relating to preserving and improving Sunscape's infrastructure, amenities, buildings and services.
- Prepare the annual Major Projects Budget Sheet for inclusion in the Operational Budget for systematic preservation, maintenance, growth and improvement projects within Sunscape.
- Achieve a logical sequence for the Sunscape Property Inventory accountability.

Composition:

1. The committee is composed of a Chairperson and up to twelve (12) additional voting members.
 - The voting members are appointed by the Chairperson with the support of the LRP&P Committee.
 - Non-voting advisory members are part of the committee to provide their knowledge, skills and respective background expertise to planned projects.
 - Reports of the committee's activities are submitted at the Board of Directors monthly meeting.
 - The Chair/Vice Chair/or a designated representative of the committee will attend and participate at the Management Team Meetings.

Responsibilities & Duties:

1. Prepare the annual Major Projects Budget for inclusion into the proposed Operational Budget for in depth tracking, analysis and planning of projects related to Sunscape's improvement initiative. Provide well-researched project information and recommendations to enable the Board of Directors to make informed collective decisions. Likewise this process must involve good communications between the Board of Directors, Manager and membership.
2. Prepare and evaluate the Comprehensive 5-Year Plan relative to the Reserve Study and identify long-range projects necessary for the preservation, maintenance and growth of Sunscape. This includes new components, renovations and upgrades to existing property, along with those requiring Capital Expenditure.

3. Research project requests or Action Request Forms (ARF) issues for its feasibility, need, value to the park, associated costs and submit recommendations to the Management Team and BOD. Final submissions of accepted projects will contain plans with appropriate contractor bids, project manager recommendations, budget impact and timeline information, as appropriate.
4. Ensure the Major Projects Budget will contain a prioritization of projects with particular consideration being given to future budget requirements or special assessment needs.
 - The interrelationship and coordination of all projects must be a committee vetting responsibility.
 - Projects may also be scheduled as long range with annual review
 - Projects over \$25,000 that are included in the Major Projects Budget must be planned and completed in accordance with the Park's Management Plan.
5. Annually evaluate the Comprehensive 5-Year Plan projects and needs of Sunscape. Interface with the Finance Committee to develop capital project funding requirements and the impact on the annual budget.
6. It is recognized that if a voting member of this committee be elected to the BOD, this elevation to the higher level of authority and responsibility, which includes planning and attention to Park business affairs and an increased level of energy and time commitment, necessitates the resignation of the voting member from this committee.
7. Maintain an inventory of Park Property
 - Biennial park-wide inventories of Sunscape Property will be performed by committee members and designated volunteers.
 - Addition, deletions or reassignment of the property items are submitted on an Inventory Control Sheet to the LRP&P Committee, via the Manager, for approval prior to being recorded in the Sunscape Inventory database according to the Inventory Control Procedures.
 - Inventory reports are provided to the BOD and Manager then retained and maintained by the LRP&P Inventory Coordinator.

Approved by Board of Directors:

Vern Beckstead, President

Date: March 14, 2017