

# **BCLOA Committee Charter CH 2012-#12-3 Revision 1**

As Revised by the Water Committee and approved by the Board at a meeting on 29 November 2012

## **Bear Creek Land Owners Association**

### **Board of Directors**

The following Water Committee Charter is established pursuant to BCLOA Policy/Procedure 2012-#12-2, Committees of the Board. The Water Committee is a Standing Committee and, therefore, shall follow the guidelines and procedures as set forth in that policy. This Charter was written and adopted by the Board at a meeting of the Board on March 26, 2012 and revised by the Water Committee and approved by the Board on November 29, 2012. Pursuant to Policy/Procedure 2012-#12-2, the Committee Chairperson shall have the responsibility to request changes to the committee's charter from the Board to allow the committee to fulfill its duties or to operate more effectively. Such changes, if any, shall be presented to the Board in writing, and if approved, appended to this Charter. Moreover, as applicable laws, rules and customs change, the Board shall update the Water Committee Charter.

## **Water Committee Charter**

### **GENERAL**

It is desirable that committee members have an understanding of the Bear Creek Water System, meaning:

- Its mechanical components, their general operation and maintenance requirements
- Water testing protocols, general methods, and timing of required tests, and
- Consumption patterns.

### **PURPOSE**

The purpose of this "Water Committee Charter" is to ensure that, to the extent possible, the highest quality water is available at all times for the health and safety of the owners and their guests while residing or visiting in Bear Creek; to comply at all times with Colorado drinking water standards; and to assist the Board of Directors in fulfilling its oversight responsibilities for:

- (1) Assessment of Bear Creek Water Quality and Water Operations,**
- (2) Assessment of Association Water Production and Delivery Systems,**
- (3) Water System Budgeting, and**
- (4) Interface with the Architectural Committee, BCLOA Operations Manager and Water Technician, Safety and Fire Protection Committee**

### **AUTHORITY**

The committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to perform the following functions, which are numbered according to the purposes listed above:

#### **(1) Assessment of Bear Creek Water Quality**

- On an ongoing basis, in concert with input from the Bear Creek Water Technician (Water Tech), the State, association homeowners and landowners and others, assess the quality of the association water quality and its compliance with Colorado Department of Public Health and Environment (CDPHE), *Primary Drinking Water Regulations*).
- Identify quality issues and their potential impact to the Board for their consideration and action, if any.
- Research and make recommendations to the Board.
- Review all significant member suggestions for improved water quality and make recommendations to the Board.
- On an ongoing basis, consulting with the Water Tech, evaluate the operation of the association water system, identify any operational issues, and make recommendations to the Board concerning those issues.

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- Receive input from landowners concerning any operational issues and make appropriate recommendations to the Board.
- Make recommendations to the Board on suggested improvements to operational procedures that would improve the efficiency and economy of operation.

## **(2) Assessment of Association Water Production and Delivery Systems**

- On an ongoing basis, with the aid of the Water Tech, evaluate the condition of the association water system, identify any maintenance issues, and make recommendations to the Board concerning those issues.
- Make recommendations to the Board on suggested improvements to these systems that would improve the efficiency and economy of operation.

## **(3) Water System Budgeting**

- On an annual basis make budget recommendations to the Board on projected maintenance, equipment and operational needs.
- Consult with the Water Tech and Operations Manager on budget recommendations.
- Communicate important pending changes and their cost implications to the Board.
- Monitor the installation of water meters for new construction to maintain an adequate reserve inventory for emergency replacement and new starts. Provide recommendations to the Board on ordering.
- Act in a project oversight role, when requested by the Board, to ensure successful implementation of major changes to water system (upgrades, improvements, engineering reworks).
- Assist the Operations Manager and the Board to:
  - \* Research and identify qualified vendors
  - \* Screen candidate firms/vendors before Board selection
  - \* Ensure contract work is to specification.

## **(4) Interface with the Architectural Committee (AC) and the Safety and Fire Protection Committee (SFPC)**

- Provide the AC recommendations to be provided homeowners during the building process that would enhance water conservation, freeze up protection, and new technologies.
- Coordinate the installation of new water taps and meters with the AC as required.
- Coordinate the testing of fire hydrants and pressure with the SFPC.

## **COMPOSITION**

The committee will consist of a minimum of three members as stipulated in Policy/Procedure 2012-#12-2.

## **MEETINGS**

Committee meetings shall be held as required to ensure purpose as stated above.

## **RESPONSIBILITIES**

The committee shall have the responsibility to carry out the tasks as enumerated in Authority 1-9 above.

**SECRETARY'S CERTIFICATION:** The undersigned, Secretary of Bear Creek Land Owners Association, a Colorado non-profit organization, certifies that the foregoing Water Committee Charter was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board on March 26, 2012 and amended and revised at a duly called and held Board meeting on November 29, 2012. In witness thereof, the undersigned has subscribed his/her name.

Bear Creek Landowners Association, *Original Signed*, Karen Peterson, Secretary