

Pitchfork Townhomes

Capital Improvement Committee Charter

MISSION

The mission of the Capital Improvement Committee (CIC) to research the capital needs of the Pitchfork Townhomes Association's seven buildings and common areas; identify critical capital needs and develop proposals to address said capital needs; to develop a long term capital plan and long term reserve plan.

MEMBERSHIP

Members of the CIC must be a current owner of a unit in the Pitchfork Townhomes Association; in good standing with the HOA and approved by the Board. The CIC membership shall not exceed seven persons. A CIC membership term is for two years but may be extended to no more than four years upon petition by the member and approval by a simple majority of the CIC membership.

AUTHORITY AND LIMITATIONS

CIC is a working committee authorized by the Board of the Pitchfork Townhomes Association. Members of the CIC are volunteers and not compensated. Members of the CIC shall be appointed by a simple majority approval of the Board of the Pitchfork Townhomes Association. CIC members cannot speak for the Board nor enter into contracts or agreements on behalf of the Pitchfork Townhomes Association.

RESPONSIBILITIES

- Meetings will be established by the CIC as needed to fulfill the mission and work of the CIC.
- Meetings require a quorum and can be held in-person, telephonically or electronically as determined by the CIC. Quorum for meetings is a simple majority, more than 50% of CIC members.
- Each member of CIC has one vote.
- All CIC meetings shall be open to the general Pitchfork Townhomes HOA membership and Board members.
- A short summary report of decisions and/or recommendations of the CIC, if any, shall be provided to the Board as necessary to allow for the Board to take action.