

Bermuda Greens Condominium Association

Long Term Planning Committee Charter

1. Purpose

The Long Term Planning Committee ("Committee") is established by the Board of Directors ("Board") of the Bermuda Greens Condominium Association ("Association") to assist the Board in identifying, evaluating, prioritizing, and planning for major capital projects and long-range community improvements that support the safety, functionality, appearance, sustainability, and property values of the Association. The Committee serves solely in an advisory capacity and operates under the authority, direction, and oversight of the Board.

2. Authority

The Committee is created by and derives its authority from the Board. All recommendations of the Committee are subject to review, modification, and approval by the Board. The Committee shall have no independent authority, unless approved by the Board to:

- A. Bind the Association contractually
- B. Authorize expenditures
- C. Direct vendors, contractors, or management
- D. Make policy decisions on behalf of the Board
- E. Represent the Association unless specifically authorized by the Board.

3. Objectives

The objectives of the Committee include:

- A. Assisting the Board with long-range capital improvement planning
- B. Identifying anticipated repair, replacement, modernization, and infrastructure needs
- C. Evaluating community improvement opportunities
- D. Supporting responsible reserve planning and financial forecasting
- E. Recommending project priorities and timelines
- F. Researching project alternatives, technologies, materials, and best practices
- G. Promoting preservation and enhancement of community property values
- H. Assisting with strategic planning for the Association's future needs.

4. Responsibilities

The Committee may perform the following duties as directed by the Board:

4.1 Long-Term Planning

- A. Develop and maintain a rolling multi-year capital project plan
- B. Review reserve studies and assist in identifying future capital needs
- C. Evaluate the remaining useful life of major Association assets and infrastructure

4.2 Project Evaluation

- A. Research and analyze potential community improvement projects
- B. Review project feasibility, estimated costs, anticipated benefits, and potential impacts on residents
- C. Consider operational, maintenance, safety, environmental, and aesthetic factors

4.3 Budget and Reserve Coordination

- A. Coordinate with the Board, Treasurer, Finance Committee, Association management, reserve specialists, engineers, and consultants as needed
- B. Assist in aligning project recommendations with reserve funding and budget constraints

4.4 Vendor and Consultant Research

- A. Assist the Board in gathering preliminary information, proposals, or recommendations from engineers, architects, consultants, or contractors when authorized by the Board
- B. Review professional reports and provide advisory recommendations

4.5 Reporting

- A. Provide written or verbal reports to the Board regarding ongoing planning activities, findings, recommendations, and proposed project priorities

5. Membership

5.1 Composition

The Committee shall consist of volunteer Association members or residents in good standing, as determined by the Board. The Board may designate a Board liaison to serve as a non-voting advisor.

5.2 Chairperson

The Board may appoint the Committee Chairperson or authorize the Committee to elect a Chair subject to Board approval. The Chairperson shall:

- A. Preside over meetings
- B. Coordinate Committee activities
- C. Serve as liaison to the Board
- D. Ensure reports and recommendations are submitted to the Board in a timely manner

5.3 Term of Service

To ensure the Committee remains dynamic and accessible to all interested individuals, a standard term of two years will be established for all members. However, members and the Chairperson may be reappointed by the Board.

5.4 Removal

Any Committee member may be removed by the Board at any time, with or without cause.

6. Meetings

- A. Meetings shall be held as needed to fulfill the Committee's responsibilities
- B. The Committee shall maintain meeting notes or summaries as appropriate
- C. A representative of Association management or a Board liaison may attend meetings when requested or directed by the Board

7. Recommendations and Decision-Making

The Committee shall strive to reach recommendations by consensus whenever possible. Formal votes may be conducted as needed. All Committee recommendations shall be advisory only and shall not become effective unless approved by the Board.

8. Coordination with Professionals

The Committee may work with reserve specialists, engineers, architects, contractors, consultants, legal counsel, insurance representatives, and property management professionals as authorized by the Board.

9. Confidentiality

Committee members shall maintain the confidentiality of sensitive information deemed as non-public Association business.

10. Code of Conduct

Committee members shall:

- A. Act in the best interests of the Association
- B. Conduct themselves professionally and respectfully
- C. Avoid conflicts of interest
- D. Disclose any actual or potential conflicts to the Board
- E. Comply with the Association's governing documents, rules, and applicable laws.

11. Limitations

The Committee shall not:

- A. Incur expenses without Board approval
- B. Direct Association vendors or staff unless authorized
- C. Make promises or representations on behalf of the Board
- D. Interfere with the authority of the Board or Association management

12. Amendment and Dissolution

This Charter may be amended, suspended, or revoked by the Board at any time. The Board reserves the right to dissolve the Committee whenever it determines such action is in the best interests of the Association.

13. Adoption

This Charter was adopted by the Board of Directors of the Bermuda Greens Condominium Association on June 23, 2026 and shall remain in effect until amended or repealed by the Board.

Board President: *Gary Dunn*
Secretary: *Lorrie Beaumont*
Date: June 23, 2026