



Long Range Planning Committee Charter

Advisory Committee | Adopted by Board Resolution

1. Mission

The Long Range Planning Committee exists to help the Board make sound, well-informed decisions about the long-term physical and financial condition of Canyon Lakes. Serving 979 properties, the Committee provides objective analysis of capital asset conditions, multi-year replacement and improvement planning, reserve funding recommendations, and implementation support for adopted capital projects — ensuring the Association’s infrastructure is maintained at a high standard and homeowners are protected from avoidable special assessments. The Committee is purely advisory. All planning decisions, budget adoption, and expenditure approvals remain with the Board.

2. Scope of Work

The Committee’s work product takes the form of written recommendations, reports, analyses, and implementation of routine capital improvements.

2.1 Primary Subject Areas

- Inventory, condition assessment, and lifecycle planning for CLPOA common area capital assets, including paths, curbs, drainage, perimeter fencing and walls, entrance features, signage, irrigation systems, landscaping structures, recreational facilities, and any other assets owned or maintained by the Association including future buildings and parking areas.
- Reserve fund analysis and recommended annual reserve contribution levels for Board consideration during the budget process.
- Review and interpretation of the Association’s reserve study, including recommendations on whether updating by a qualified reserve analyst is warranted.
- Multi-year capital improvement and replacement scheduling over a five (5) to twenty (20) year horizon, encompassing routine capital improvements and Major Capital Construction feasibility analysis (see Section 4.4).
- Assessment of community needs and homeowner priorities as directed by the Board, including coordination of surveys or forums on long-range planning topics.

2.2 Key Activities and Deliverables

The Committee shall produce the following on an annual cycle unless the Board directs otherwise:

- **Capital Asset Inventory and Condition Report:** An updated inventory of CLPOA capital assets with estimated remaining useful life, current condition rating, and estimated replacement cost per asset category. Due to the Board no later than September 30 each year.
- **Reserve Funding Recommendation:** A written recommendation on the reserve contribution level for the upcoming fiscal year, with analysis comparing the recommended contribution to the current reserve study's funded plan. Due to the Board no later than October 15 each year.
- **Reserve Study Review:** An annual assessment of whether the existing reserve study's assumptions, asset inventories, and cost estimates remain current, with a recommendation on whether a full update or on-site update is warranted.
- **Five-Year Capital Plan:** A rolling five-year capital improvement and replacement schedule submitted to the Board for adoption as part of the annual budget process. The plan is structured by year:
 - **Year 1:** Fully defined projects with proposed budget, near-complete scope of work, and readiness for procurement.
 - **Year 2:** Projects in active planning with preliminary scope, budget estimate, and identified funding source.
 - **Years 3–5:** Projects identified with rough cost estimates, priority ranking, and anticipated funding source, subject to annual revision.

Each annual update rolls Year 2 into Year 1, refines Years 3–5, and adds a new Year 5. The Committee may identify multi-year programs — such as a phased common area beautification initiative or a multi-year irrigation upgrade — where annual projects contribute to an overall long-term goal. Multi-year programs shall be presented with annual milestones so the Board can evaluate both the year's projects and the cumulative investment and outcome.

- **Routine Capital Improvements:** The Committee shall identify, prioritize, and recommend routine capital improvements within the Five-Year Capital Plan. Routine capital improvements — defined and distinguished from Major Capital Construction in Section 4.4 — include smaller-scale amenity additions and enhancements such as seating areas, sun shelters, community gardens, decorative fountains (not requiring licensed engineering), signage, lighting, path improvements, and fencing. These move through the normal budget and procurement process without a feasibility study.
- **Five-Year Capital Plan Implementation Support:** For projects in the adopted Five-Year Capital Plan, the Committee provides implementation support as directed by the Board. This role covers all plan projects not under another committee's primary purview; where a project spans multiple committees (e.g., monument refurbishment involving capital planning and landscaping), the Committee works jointly with the relevant committee. Implementation support includes:
 - **Scope of Work development:** Drafting or reviewing proposed scopes of work for Board approval prior to solicitation, covering services or goods, performance standards, timeline, location, and special requirements.

- **Vendor identification:** Researching qualified vendors and recommending a solicitation list consistent with the Simplified Procurement Procedure. Formal solicitations are issued by the Community Manager.
 - **Bid review and award recommendation:** Reviewing bids for responsiveness, technical merit, and price and providing the Board a written award recommendation with supporting rationale. The Community Manager attends as a resource, answering questions about budget, contract terms, and vendor history and flagging procurement issues. The Committee produces the recommendation; the Board makes the award decision.
 - **Work acceptance recommendation:** At the Board's direction per project: either conducting a physical inspection and providing a written acceptance or rejection recommendation, or reviewing the Community Manager's assessment and formally concurring or objecting. Final acceptance is the Board's authority.
- **Major Capital Project Feasibility Study:** When directed by the Board, a written feasibility study for proposed Major Capital Construction (defined in Section 4.4) addressing:
 - Community need and intended use.
 - Preliminary program requirements: size, features, accessibility, ADA compliance, and parking.
 - **Site analysis:** Suitability, access, utilities, drainage, and any deed restrictions, plat conditions, or CC&R provisions. For Volunteer Park or any open space parcel, the study shall identify whether conversion requires homeowner approval, a plat amendment, or other legal action, and shall recommend Board obtain legal counsel review before proceeding.
 - **Underutilized Association-owned lot disposition:** Identification and estimated market value of CLPOA-owned lots potentially available for sale, assessment of deed or CC&R restrictions, and identification of homeowner approval requirements. Lot sale proceeds may not be represented as available funding until the Board confirms the legal pathway and required approvals are obtained.
 - Preliminary cost range with data from comparable projects.
 - Financing alternatives and per-lot assessment impact: reserves, operating funds, lot sale proceeds, special assessment, borrowing, grants, or a combination.
 - Reserve fund impact if reserves are used, with recommended mitigation if the fund would fall below a prudent funded level.
 - Summary of approvals required, distinguishing Board-only decisions from those requiring homeowner vote or legal action.
 - A go/no-go recommendation with supporting rationale.

The feasibility study is a recommendation only. No site conversion, lot sale, design, or contracting may proceed without separate Board authorization, and where homeowner or legal approval is required, without that approval first being obtained.

- **Special Reports:** At the Board’s direction, reports on capital projects, strategic topics, or infrastructure conditions outside the annual cycle.

3. Responsibilities

3.1 Committee Chair

- Preside over meetings and set the agenda.
- Coordinate the annual work cycle and ensure deliverables are completed and submitted on schedule.
- Serve as the primary liaison between the Committee and the Board unless a Board Liaison is designated.
- Approve expenditures within the Chair’s authorized limit under Section 8 (Spending Authority).
- Ensure each significant recommendation is accompanied by a decision-ready package as described in Section 7.2.
- Report Committee activity, recommendations, and expenditures to the Board at each regular meeting.

3.2 Board Liaison

If the Chair is not a Board member, the Board shall designate a Board Liaison who:

- Attends Committee meetings and keeps the Board informed of progress and emerging issues.
- Brings Board direction and budget priorities to the Committee.
- Presents Committee recommendations to the Board when the Chair is not a Board member.

3.3 Homeowner Volunteer Members

- Attend meetings and participate in asset inspections, data gathering, analysis, and report preparation.
- Contribute relevant professional expertise — such as engineering, construction, finance, or project management — where applicable.
- Complete assigned tasks between meetings.

3.4 Community Manager

- Attend meetings in a non-voting, staff support capacity.
- Provide access to financial records, reserve balances, prior reserve studies, asset records, vendor contracts, and maintenance histories, subject to Board direction.
- Advise on Association policies, governing documents, budget procedures, and operational constraints.
- Attend bid reviews as a resource and flag procurement compliance issues.

- Process approved expenditures and maintain documentation for Board review.

4. Limitations

The Committee recommends; it does not decide, authorize, or spend. All recommendations require Board approval before taking effect.

4.1 No Budget or Spending Authority Over Reserves

- Reserve contribution levels, reserve fund allocations, and all capital expenditures are determined solely by the Board. A Committee-recommended Five-Year Capital Plan or reserve contribution level does not constitute authorization to spend. Each expenditure requires a separate Board decision unless specifically pre-authorized in an adopted budget resolution.
- The Committee may not direct the Community Manager or any vendor to proceed with any capital project, repair, or replacement work.

4.2 No Contracting Authority

- The Committee may not enter into, modify, or terminate any contract or vendor agreement. All formal solicitations, contract awards, and vendor agreements are the Board's authority, processed through the Community Manager under the Simplified Procurement Procedure.
- Committee spending authority is limited to \$2,500 per transaction as set forth in Section 8 (Spending Authority).

4.3 Scope Boundaries

- The Committee's scope covers CLPOA common area assets only. It does not extend to CLVHOA assets, individually owned lots, or property outside CLPOA's maintenance responsibility unless the Board specifically directs otherwise.
- The Committee does not set assessment levels. Reserve contribution recommendations are inputs to the Board's budget deliberation, not decisions.
- The Committee may not communicate recommendations or findings directly to homeowners. External communications are the Board's authority, coordinated through the Community Manager and Communications Committee.

4.4 Major Capital Construction Projects

Definition. "Major Capital Construction" means any proposed new permanent structure, facility, or significant built improvement meeting one or more of the following:

- Requires financing through special assessment, borrowing, or sale of Association-owned property because it cannot be funded within the approved operating budget or existing reserves without material impact on reserve fund adequacy.
- Requires conversion of land designated as open space, park, or recreational area in the recorded plat, CC&Rs, or any Supplemental Declaration.

- Involves construction of a new enclosed or partially enclosed building for permanent Association operational, administrative, or community gathering use (e.g., offices, community center, maintenance facility).
- Requires design by a licensed architect or engineer due to complexity, scale, or regulatory requirements.

Carve-out. Routine capital improvements (see Section 2.2) are not Major Capital Construction and do not trigger this Section’s requirements, provided they can be funded within the approved operating budget or reserves without special assessment or borrowing and do not require conversion of dedicated open space.

For Major Capital Construction, the Committee’s authority is limited to feasibility and planning. Once the Board accepts a feasibility study and decides to proceed:

- All design, engineering, permitting, and construction contracting are Board authority. The Board determines the execution vehicle: an ad hoc project committee, direct Board oversight, or professional project management.
- **Conversion of Volunteer Park or other open space:** Not a Board-only decision. The Board shall obtain legal counsel review of the plat, CC&Rs, and applicable Washington law before authorizing any design or construction.
- **Sale of Association-owned lots:** Not a Board-only decision. The Board shall obtain legal counsel review of approval requirements before authorizing any lot sale. Lot sale proceeds may not be represented as available project funding until the legal pathway is confirmed and required approvals obtained.
- Financing through borrowing requires Board authorization by resolution under Bylaws Article VII, Section 4.
- Any special assessment requires homeowner approval under the CC&Rs and applicable law.
- A Board-accepted feasibility study does not authorize design, contracting, or construction. A separate Board resolution is required before any expenditure beyond the feasibility study itself.

5. Membership

5.1 Composition

The Committee shall be composed of:

- At least one (1) Board member serving as Board Liaison.
- The Community Manager (non-voting, ex officio).
- Homeowner volunteers appointed by the Board. The Board should seek members with relevant backgrounds in engineering, construction, architecture, finance, accounting, or project management.

5.2 Voting Rights

Because this Committee does not exercise delegated Board powers under RCW 64.90.410(6), voting rights are not restricted to Board members. The Board shall designate voting membership in the resolution establishing this Committee.

5.3 Chair

The Chair is appointed by the Board and need not be a Board member. The Chair presides over meetings, sets the agenda, manages the annual deliverable schedule, and is the primary point of contact between the Committee and the Board.

5.4 Appointment and Terms

The Board appoints all Committee members. Board members serve concurrent with their Board term. Homeowner volunteers serve one-year terms, renewable at the Board's discretion. Given the technical and institutional knowledge this Committee requires, the Board should give weight to continuity when making renewal decisions.

5.5 Vacancies

The Board shall fill vacancies in the Board Liaison position at the earliest practicable opportunity. No formal recommendations shall be submitted to the Board during a vacancy unless the Board expressly authorizes otherwise.

6. Meetings

Because this Committee is advisory, the open meeting requirements of RCW 64.90.445 do not apply. Meetings are limited to Committee members and the Community Manager unless the Board authorizes broader attendance or the Chair determines homeowner input would benefit a particular matter. The Committee shall meet at least quarterly and more frequently as needed to complete annual deliverables on schedule. The Chair shall establish an annual meeting calendar aligned with the Board's budget timeline and report it to the Board. The Chair shall maintain written minutes recording attendance, votes, discussion substance, and recommendations. Approved minutes shall be provided to the Board and retained as Association records.

7. Reporting and Board Action

7.1 Regular Reporting

The Chair, or Board Liaison on the Chair's behalf, shall report to the Board at each regular meeting on Committee activity, deliverable status, recommendations ready for action, expenditures approved, and matters requiring Board direction. The Committee shall present its annual Capital Asset Inventory, Reserve Funding Recommendation, and Five-Year Capital Plan at the fall budget deliberation meeting designated by the Board.

7.2 Decision-Ready Recommendation Packages

Each recommendation requiring Board action shall be accompanied by a written decision package containing:

- A proposed motion or resolution stating the recommended action clearly and specifically.
- A concise summary of the analysis, options considered, and basis for the recommendation.
- Supporting documents as attachments (bids, cost estimates, site assessments, vendor qualifications, etc.).
- Identification of any approvals required before the Board may act (legal counsel review, homeowner vote, additional Board authorization).

7.3 Board Deliberation and Action

Committee recommendations do not automatically come to a vote. The Board President is responsible for pacing deliberation to ensure the Board has sufficient time and information to act with confidence:

- **Presentation:** The Chair presents the recommendation and decision package. Board members may ask questions and request additional information.
- **Deliberation:** The Board President determines whether the Board is ready to act or whether additional review time is needed. For Five-Year Capital Plan adoption and Major Capital Project feasibility study acceptance, the Board shall not vote at the same meeting as the initial presentation — these items require presentation at one meeting and a vote at a subsequent meeting. For routine award recommendations and work acceptance recommendations, the Board may act at the same meeting if satisfied with the information provided.
- **Motion to act:** When the Board President determines the Board is ready, a Board member moves to accept, modify, reject, or return the recommendation to the Committee for further work. The motion should reference the Committee’s proposed motion language from the decision package.
- **Documentation:** Board decisions on Committee recommendations shall be recorded in meeting minutes and, where required, in a Board resolution.

8. Spending Authority

Consistent with Section 1 of the Association’s Simplified Procurement Procedure (adopted April 11, 2023), the Committee Chairperson may approve expenditures under \$2,500 per transaction for goods and services within the Committee’s scope, subject to the following:

- Expenditures must be within the Board-approved annual budget allocation for this Committee.
- Expenditures at or exceeding \$2,500 require advance approval under the applicable tier of the Simplified Procurement Procedure.
- The Simplified Procurement Procedure governs all vendor relationships regardless of dollar amount, including any professional reserve analyst or engineer retained to support the Committee’s work.
- The Community Manager processes all approved expenditures and maintains documentation for Board review.

9. Amendments

This Charter may be amended by vote of the full Board at any properly noticed Board meeting. Any amendment shall be documented in a Board resolution and reflected in an updated Charter bearing the new adoption date.

10. Dissolution

The Board may dissolve the Long Range Planning Committee at any time by majority vote at a properly noticed Board meeting. Upon dissolution, all pending work, records, and unspent budget authority shall transfer to the Board or its designee.

11. Legal Compliance Note

This Committee is an advisory body established under the Board's general authority (Bylaws, Article VII, Section 2). It does not exercise powers of the Board and is not subject to the committee delegation or open meeting provisions of RCW 64.90.410(6) or RCW 64.90.445 (WUCIOA). The Board shall periodically review this Charter as WUCIOA's full provisions become effective January 1, 2028.

Adoption

This Charter was adopted by the Board of Directors of Canyon Lakes Property Owners Association by resolution at a duly noticed open meeting of the Board.

Resolution No.: _____

Date Adopted: _____

Board President: _____