

BCA ORGANIZATION & COMMITTEE CHARTER

TITLE: PLANNING COMMITTEE (PC)

COMMITTEE TYPE: STANDING COMMITTEE

MISSION:

To improve the lives and property values of the residential and commercial members of Brandermill by developing and overseeing the implementation of a long range plan for the community. The Brandermill Master Plan should be one source document for this committee but the committee's considerations should not be limited by the Master Plan. The committee, working in conjunction with the Board of Directors and the Finance Committee, should develop and annually update a five year plan for improvements to the community along with an estimate of the costs for those improvements.

GOALS

1. To develop a rolling five year plan for improvements to the amenities and services added to the community by the BCA;
2. To specifically review each proposed new amenity in the Brandermill Master Plan with the goal of determining which items should be added to the community and to set a timetable and budget for adding those amenities and propose that schedule to the Board of Directors for adoption;
3. To conduct appropriate research among the Brandermill residents to determine their interest in various amenities and willingness to bear the costs for them;
4. To recommend, in conjunction with the Finance Committee, the best way to finance future amenities and services;
5. To work with other relevant BCA Committees to provide a coordinated plan to the BCA Board.
6. To coordinate with Chesterfield County as appropriate regarding future activities impacting the Brandermill community;
7. To determine if and when the community should undertake additional planning studies similar to the Master Plan to guide future development of the community.

ORGANIZATIONAL STRUCTURE AND PROCESSES:

The Planning Committee reports to the BCA Board of Directors and operates according to the provisions of this Charter, the bylaws of the Association, the BCA General Policies for Committee Operations, and any other regulations that may be promulgated by the Board from time to time.

This committee shall have seven members. Two members of this committee shall be sitting members of the BCA Board of Directors. The BCA board members appointments will be made annually by the BCA President who is encouraged to allow for some continuity in these appointments from year to year. The other four members of the Planning Committee will be from the community at large and will be appointed according to the process for all BCA committees. Community planning experience and/or skills and/or a thorough working knowledge of the community should be emphasized in making appointments to this committee.

The rules governing membership terms, BCA Board liaisons and BCA staff liaisons and other standards for the operation of this and other BCA Committees are stated in the BCA Board approved document titled Brandermill Community Association General Policies for Committee Operations.

COMMITTEE POLICIES:

Written minutes will be submitted to the BCA Board of Directors following each meeting of the committee. Whenever an action taken by this committee requires action by the BCA Board of Directors the committee chair should prepare a document separate from the minutes and provide this document to the BCA President describing the action. The Chair or the Chair's designee should attend the BCA Board meeting and report in person to the Board whenever Board Action is sought by the committee or when activities of the committee merit such reporting. The membership list of the Planning Committee will be updated as required and kept on file in the BCA Office.

STAFF LIAISON

The community manager will serve as staff liaison to this committee.

FINANCIAL RESPONSIBILITY

This committee will have responsibility for making recommendations for the areas of its responsibility during the budget development process and for monitoring the financial progress of those areas throughout the year.

REVIEW

This Charter will be reviewed annually by the Board

APPROVAL

This Charter was approved by the BCA Board of Directors at the Board Meeting held September 8, 2014 and supersedes all previous charters approved prior to this date.