

LONG RANGE PLANNING COMMITTEE AGENDA
August 19, 2020
ZOOM MEETING

1. Determine a Quorum
2. Welcome Guests
3. Approval of Last Meeting Report
4. Chair's Comments
5. General Manager's Comments
6. Opportunity for Guests to Address Committee on Agenda Items
7. Unfinished Business
 - a. Parking Structure Update
 - b. Update on FPE Panel Testing
 - c. Revision of PM LRP-1 - See Attachment
8. New Business - None
9. Adjournment

LONG RANGE PLANNING COMMITTEE STANDARDS & PROCEDURES

This Procedure Memorandum (PM) replaces PM LRP-1, Long Range Planning Standard & Procedures dated December 19, 2017, which should be removed from your file and destroyed.

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I. BACKGROUND

The Long Range Planning Committee (LRPC) was established in January 2016 by the authority of the Heather Gardens Association Board of Directors to identify and report on matters likely to affect future property values and lifestyle in Heather Gardens. The Committee will assist Management and the Association Board of Directors in developing a long range campus plan.

- A. **AUTHORITY:** The Committee is one of the standing committees authorized and established by Article VIII, Section 3 of the Heather Gardens Bylaws.
- B. **COMPOSITION:** The LRPC is chaired by an HGA Board member and consist of a minimum of four (4) and a maximum of seven (7) members. A quorum is three (3).
- C. **SCOPE:** While most other committees focus on immediate issues (one year or less), the LRPC will focus on issues that are likely to impact the community over the course of the next two years and beyond.
 - a. Advise the HGA Board on matters that relate to:
 - 1. Residential property values
 - a. Issues which will maintain community competitiveness in the marketplace
 - 2. High quality of life for residents
 - 3. Identifying major long term Real property, infrastructure, and grounds maintenance/repair/replacement issues

II. RESPONSIBILITIES

- A. **HGA PRESIDENT:** Appoints with Board approval, no later than the regular board meeting in January of each year, the Chair of the Long Range Planning Committee.
- B. **CHAIR, LONG RANGE PLANNING COMMITTEE:** Chairs meeting of the Committee and initiates actions required in the fulfillment of function assigned to the Committee. Informs the Board of Committee activities and coordinates with other committees.

- C. **MEMBERS, LONG RANGE PLANNING COMMITTEE:** Counsels with other members, accepts and performs assignments, contributes to the fulfillment of overall Committee responsibilities. Participates in meetings of the Committee, making recommendations for improvements in operations as appropriate.

III. PROCEDURES

A. **LONG RANGE PLANNING COMMITTEE:**

1. **Meetings:** The Committee will meet monthly at a date and time determined by the chairperson in the Heather Gardens Board Room. The Committee may conduct additional meetings or work sessions as needed.
2. **Functions and Authority:** The Committee is expected to display initiative in identifying long range issues that are likely to impact property values and quality of life in Heather Gardens. When such issues are identified:
 - a. The Committee will be receptive to input from the residents. It will communicate and cooperate with other HGA/HGMD committees and staff having responsibility for the issue in the short term for the purpose of fully defining and understanding the issue.
 - b. When the Committee determines that Committee and staff resources are adequate to develop a clear description of the issue along with recommended options, the Committee is to investigate the issue and prepare a report, with recommendations, for the Board. The investigation will address the Associations' strengths and weaknesses related to the issue. It will also address the opportunities and threats associated with the issue.
 - c. When the Committee determines that the Committee and staff resources aren't adequate to properly investigate the issue, the Committee will work with staff to identify outside resources capable of assisting the Committee to properly investigate the issue and develop recommendations for the Board.

1. The Committee will obtain Board approval for all outside assistance, including approval for expenditure of funds for such studies. The only exception will be studies related to an approved study that falls within the General Manager's spending authority.
 2. In identifying and working with outside resources, the Committee will fully coordinate with Operations staff that would ordinarily be responsible for the issue in question.
- d. The Committee will prepare an annual summary report for the Board that provides an overview of issues that have been addressed and those currently being addressed by the Committee. Among issues to be addressed in the report will be trends in property values as compared to residential property values in similar communities in the area.

Jill Bacon, President