

TRI-PAR ESTATES PARK AND RECREATION DISTRICT POLICY AND PROCEDURE MANUAL

ITEM 5.45 FACILITIES EXPANSION

A. When trustees determine that there is need or interest in expansion or development of additional facilities, a Facilities Committee may be appointed. This committee will consist of one trustee and two non-trustee property owners. Duties of the committee will be as follows:

1. Evaluate the amount of interest, the desirability and the feasibility of the contemplated expansion, and report their findings to a trustee workshop. If authorized by trustees proceed with next step.

2. Prepare rough sketches and approximate cost estimates, and report to a trustee workshop. If trustees are favorable to continuing, they may authorize employment of an architect, engineer or professional project manager. Or, depending on the nature of the project, trustees may authorize the committee to contact contractors for bids.

B. When projected costs are known, the Financial Planning Trustee will prepare and present proposals for financing to the trustees.

C. Before construction begins, the trustees may appoint a Building Committee to oversee details of the plans and construction. This committee will consist of one trustee and two non-trustee property owners. One of the committee will be designated as chair, and communication between the committee and the contractor will be only through the chair.

1. The Building Committee will not have authority to authorize changes in the plans or additional costs, and shall request a meeting of the Board or Executive Committee if needed to authorize changes.

2. The Chair of the Building Committee will keep trustees informed of progress at each meeting of the trustees.

Adopted by Trustees – 10/20/2015