

The Conservatory Homeowners Association, Inc.

Underdrain Committee Charter

Purpose: The purpose of the Underdrain Committee (“Committee”) is to plan and oversee both routine maintenance and new restoration requirements of the Underdrain System. The committee will advise the Board of Directors (“Board”) on all aspects of the Underdrain and help communicate information to residents about the system as required.

Membership: The Committee will have 2-4 members, comprised of 1-2 current Board members and 1-2 homeowner volunteers, appointed by the Board. The Committee will appoint a chairperson, who will serve as the primary liaison between the Committee and the Board.

Underdrain maintenance contractors, service providers, engineers, project manager(s) and the Association’s community association manager may serve as additional advisors to the Committee.

Responsibilities: The Committee will have the following duties and responsibilities, subject to the Board’s approval:

1. Write an RFP for and provide recommendations to the Board for engaging a project manager to oversee ongoing and future underdrain maintenance.
2. Present recommendations and suggestions to the Board, as needed, for engaging an engineer to provide technical assistance and to meet with the committee and vendors on a regular or as-needed basis.
3. In collaboration with qualified professionals and/or service providers, identify which clean outs need to be raised to the surface and any that should be made bi-directional.
4. Oversee annual/routine maintenance and additional work, as needed.
5. Be familiar with and comply with the Association’s Underdrain Maintenance Policy.
6. In collaboration with the underdrain engineer(s) and maintenance providers (“Professional Advisors”), develop a schedule and budget to complete necessary work pursuant to the underdrain O&M manual and in accordance with the

- findings and recommendations of the Association's Professional Advisors.
7. Assist in developing and planning annual budgets for underdrain maintenance, to be taken into consideration during the Board's budget discussion and planning, which should include projected maintenance expenses for the following year as well as suggested and/or recommended reserve contributions based on the most recent Reserve Study. Suggested deviations from the Reserve Study should be accompanied by written explanations and any relevant supporting documentation from the Association's Professional Advisors.
 8. Periodically inspect underdrain outfalls to verify that outfalls are operational and unobstructed; report issues or concerns to the Association's contracted service providers and the Board.
 9. Conduct an annual physical inspection of the underdrain system and outfalls.
 10. Review and report impacts on the underdrain system around pond 3, or other areas which may be affected due to work performed by the City of Aurora or other third parties..
 11. Assist in gathering and communicating pertinent information to homeowners and responding to routine questions from homeowners.
 12. Develop a long-term plan to accomplish additional work and deliver an annual report to the Board, which can also be shared with homeowners.

Authority, Resources and Budget.

1. The Committee will not be provided with an allocated budget. Any purchases deemed necessary for the completion of assigned tasks must be presented to the Board, prior to incurring the expense, for consideration.
2. All communications among committee members (including emails) are subject to the applicable Colorado laws and the Association's policies regarding recordkeeping, disclosure and retention.


3. The Committee is authorized and encouraged to solicit bids for contracts services related to the underdrain for purposes of developing a budget and providing useful information to support creation of the Association's annual budget by the Board; however, the Committee is not authorized to enter into or execute contracts on behalf of the Association except as expressly authorized in writing by the Board.
4. Committee members should direct concerns about contractors and/or service providers to the Association's manager or the Board, who will address such concerns with the contractor(s), as appropriate.

Standard of Conduct. Members of the Committee will discharge their duties and responsibilities (1) in good faith; (2) with the care an ordinary prudent person in a like position would exercise under similar circumstances; and (3) in a manner the member believes to be in the best interests of the Association.

All work product, information, reports, and records produced by the Committee or members of the Committee are property of the Association.

Amendment. This Charter may be amended at any time by the Board.

This Underdrain Committee Charter was adopted and approved by The Conservatory Homeowners Association, Inc. Board of Directors on
_____ June 20, 2024.

By:  _____
President