

Country Roads Information Technology Committee (ITC) Charter – February 2015

Executive Summary

The primary task of the Information Technology Committee (ITC) will be to create and maintain a master technology plan that will satisfy future systems requirements. The technology committee will provide an important resource to all groups and agencies across Country Roads RV Village (CR). They will assist the HOA Board in making critical decisions where items require technological solutions. The technology committee will play an increasingly important role in the future infrastructure development of Country Roads RV Village. Listed below are the functions that this group would be expected to perform.

- Creation of a CR Technology Master Plan
- Integration of Technological Solutions into a Master Plan
- Maintenance and creation of a Dynamic Website and Social Media that is easy to update and upload
- Work with Marketing Committee for input on website needs and content
- Work with Sell by Owners/Rent by Owners for input on needs
- Work with all clubs, activity Office, Homeowners office for input on needs
- Work with Security for input on how to upload security info and alerts
- Work with homeowners and renters for input on needs (Example-Classified page for homeowners)
- Work with Real Estate / Rental office for input on needs
- Maintain General Knowledge of Current Appropriate Technologies
- Evaluation of Problems and Requirements from all Groups and Agencies
- Evaluation of Technological Proposals
- Research of Appropriate and Economical Technology Solutions
- Long Range Technology Planning
- Act as a Technology Resource for HOA Board

Interfacing with other Committees and Standard Procedures

As the various groups come to the HOA Board to request the permission to purchase new systems, the technology committee will be requested to investigate the best technologies, the best cost choices, the best vendors, and evaluate how the purchase will integrate into the overall master plan. The technical committee will be prepared to receive problems and requirements pertaining to technology from all groups within CR. The technology committee will review all of these requests and develop solutions that address these requirements.

1. APPOINTMENT AND STATUS

The Technology Committee is a standing committee of Association Members appointed by and responsible to the Board of Directors of Country Roads RV Village.

2. RESPONSIBILITIES

The committee shall be responsible for those matters set forth herein, and such other matters as may be assigned from time to time by the Board of Directors. The responsibility of the Technology Committee is to assist the Homeowners Association Board of Directors ("HOA Board") on a strategic level, by helping to create a long-range "vision" for the Technology Issues for Country Roads RV Village and, on a tactical level, by providing oversight and feedback on issues that have Technology components. To fulfill its charter, the Committee will develop potential solutions, determine

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implementation plans, schedules and budgets, and make recommendations to the HOA Board for issue resolution.

3. MEMBERSHIP TERM

Committee members shall serve for two years subject to renewal by mutual agreement of the member and the HOA Board. Any Homeowner who would like to be on the IT Committee must request so in writing. New Committee members shall be appointed by the HOA Board from the recommendations of existing Committee members and based upon an evaluation of the individual's technical background and experience with technical issues.

4. RESPONSIBILITIES AND DUTIES

Annually, at the last Committee meeting of each year, the Committee shall elect a Chairperson and a Secretary for the following year. The Chairperson (or his or her designee) shall attend and participate in all regular meetings of the HOA Board. Before serving as Chairperson, a Committee member should serve on the Committee for at least one year. The Secretary shall keep minutes of the Committee's meetings and communicate said minutes to the HOA Board.

5. COMMITTEE MEETINGS

The Committee shall meet as often as it deems necessary but not less frequently than quarterly. All official meetings will require a quorum of at least sixty percent of the IT Committee officers. Meetings can be held in person or via electronic media such as conference call, email, skype or similar technologies.

6. SPECIFIC TASKS AND RESPONSIBILITIES

The Committee shall:

- Develop, for the Committee itself, an annual Technology Master plan and year end assessment;
- Participate in the preparation of and recommend to the HOA Board for approval and adoption of a Technology plan for the entire Country Roads RV Village.
- Participate in the preparation of and recommend to the HOA Board for approval and adoption a committee budget utilization plan for projects and issues that have Technology components.
- Provide the HOA Board with evaluation of Technological proposals.
- Provide the HOA Board with an evaluation of the Economics Factors regarding Technology
- Create reports for the HOA Board regarding Technology Proposals/Issues.
- Review periodic reports, comparing actual Technology implementation with plan and budget, identifying areas for improvement, suggesting proposed resolutions, recommending corrective action as appropriate, and making reports and recommendations to the HOA Board.
- In cooperation with all of the various organizations within Country Roads, communicate on an ongoing basis with other standing committees of the Association, to assure that a comprehensive Technology plan is being properly implemented.
- Assist the HOA Board of Directors with Technology and Budget issues involving Technology.