



Inspection and Engineering Committee Charter

Pursuant to the authority granted by Washington State RCW 24.03, and by Article VIII of the Restrictive Covenants, the Board of Directors authorizes a standing Inspection and Engineering Committee.

The Inspection and Engineering Committee's purpose is to provide inspections of all MCCA common areas. The committee will also suggest members with expertise in various areas to advise the MCCA Board and Administration on various projects. The Inspection and Engineering Committee will achieve these goals by:

1. Developing and keeping a schedule of inspections for all MCCA common areas.
2. Being knowledgeable about MCCA Maintenance Standards that apply to all MCCA common property areas, including landscaping, natural areas, paving, watersheds, streams, retention ponds, structures, and equipment.
3. Developing and implementing inspection schedules for all MCCA facilities, including those listed in paragraph 2.

Further, all committees of the Board shall operate within the following guidelines:

1. Committee members must be approved by the Board of Directors who appoints members to serve a 3-year renewable term. Vacancies are filled by persons recommended by the committee. Committee members shall act in accordance with the MCCA Covenants and Board adopted policies, always.
2. The committee shall work closely with the Association Director, channeling recommendations to the Board and Maintenance Department through that office.
3. The committee will keep a record of its actions in the form of minutes that are provided to the Board of Directors in the monthly board packet.
4. The committee will recommend all actions involving expenditures to the Association Director who may bring it to the Board of Directors for approval.
5. The committee will advise the Association Director and Board of any changes that may be necessary to the procedures or the functioning of the committee.

1. Committee Member Roles

Chair

- Serves for two years.
- Works with MCCA Administration to prepare the meeting agenda and emails it to the committee approximately one week prior to each meeting.
- Calls meetings to order, keeps the committee on agenda and on topic, appoints committee members to specific projects.
- Tracks Inspections Schedule to ensure all areas are inspected annually, files all inspection reports.
- Keeps an updated list of the engineering specialties of each committee member and shares this with the Association Director.
- Provides the Association Director with a monthly report for the board packet.
- Sends all completed inspection reports to the Association Director.
- Writes pro-active educational articles for community newsletter, the *MillStream*. These articles are submitted to the Association office as requested by the Association Director.

Vice-Chair

- Acts on behalf of the Chair as necessary.

MCCA Administration

- This may be the Association Director or another staff member.
- Serves as a liaison between the Inspection & Engineering Committee, MCCA Maintenance, MCCA members, and the Board of Directors.
- Submits a written record (minutes) of business conducted at committee meetings.
- Sends all completed inspection reports to the MCCA Maintenance Manager. Works with the MCCA Maintenance Manager and the MCCA Board of Directors to prioritize all projects.
- Works with the MCCA Board of Directors to prioritize and obtain bids on all MCCA projects, including those projects suggested by the Inspection & Engineering Committee.

At-Large

All other committee members are considered “at-large”. They work to complete inspections and other project work as assigned by the Chair. From time to time committee members with certain expertise will work with the Association Director on specific projects.

2. Meetings

The Inspection and Engineering Committee will meet once a month, prior to the Board of Directors meeting.

3. Duties

The Inspection and Engineering Committee will ensure that every part of the MCCA common areas are inspected.

1. The committee shall consist of at least 6-8 members appointed to a 3-year renewable term.
2. It is important that committee members attend the monthly meeting. If a member has three or more unexcused absences in a year, it could result in dismissal from the committee.
3. The Chair serves for two years (Vice-Chair does not necessarily become the next Chair).
4. Maintain a close working relationship with the MCCA Association Director to expedite needed maintenance and repairs, and to assure the timely flow of information to and from the Board of Directors. Coordinate all activities with the Association Director and act in an advisory capacity to the Board of Directors. Only the Board may approve the expenditure of funds, only the Association Director shall direct MCCA employees and/or make purchases or otherwise obligate MCCA via a verbal or written contract or purchase order. The Committee may not direct the use of Maintenance Staff resources, nor conduct any business or negotiations with commercial businesses that would obligate or imply reimbursement by MCCA.
5. Maintain a list of Committee volunteer consultants with backgrounds in architecture, engineering, or construction, who can assist the Committee in performing inspections, evaluating complex repairs or replacements, developing plans and specifications, inspecting construction, and performing other tasks set forth at the direction of the Board. Consultants who are not regular members of the Committee are not required to attend scheduled Committee meetings unless reporting on an active project. The consultants must be approved by the Board.
6. All MCCA common area property and facilities shall be evaluated via a walk-through by a Committee member for safety, appearance, condition, and function. Complex structures, such as bridges, Garhart Dam, the fish ladder, and retention ponds shall be inspected by a committee member with a qualified background, or an engineering consultant with a qualified background. Committee members or consultants shall also evaluate maintenance issues and problems reported by MCCA members, staff, and volunteers. A copy of each completed inspection report shall be provided to the Association Director for review by the Board and filing.