

OAKMONT BUILDING CONSTRUCTION COMMITTEE

The Oakmont Building Construction Committee (BCC) is a Standing Committee of the OVA Board of Directors. The OVA Board of Directors (BOD) appoints the Chair of the Committee and approves all members. The BCC will function in accordance with the OVA Policy for Committees and Operations adopted November 19, 2013.

The Purpose and Responsibilities of the BCC are:

- 1) The principal task of the BCC is to engage with and support the work of professionals needed to complete OVA construction projects. The BCC will be the principal liaison with architects and designers, public officials, consultants, contractors, and other specialists necessary to develop, design, manage, and bring to timely completion OVA construction projects
- 2) Assist the BOD and OVA management in identifying and planning maintenance, renovation, and new construction of OVA facilities with a cost of \$10,000 or more.
- 3) Work with OVA management in researching and qualifying design professionals, contractors, consultants, and others needed for timely completion of projects.
- 4) Follow OVA Policies and Practices for project bidding.
- 5) Submit a Project Concept for all construction work undertaken by the OVA. The Project Concept, including a scope of work and a summary of anticipated costs, will be submitted to the BOD for approval and presented to the OVA Finance Committee, the Oakmont Community, and others, as directed by the BOD.
- 6) Assign a resident volunteer Project Coordinator, preferably a BCC Member, to follow and report on each construction project.
- 7) Coordinate with the Finance Committee a periodic review of OVA Reserve Study funding to ensure that OVA facilities can be maintained and improved with appropriate attention to resident needs and water/energy conservation.
- 8) The BCC will provide a monthly report to the Board for each active project and will be available for any other reporting requested by the Board or OVA Manager.
- 9) Perform such other functions as may be delegated by the BOD.

Committee Composition and Governance

- 1) The BCC Chair will be selected by the BOD, will serve at the pleasure of the Board, and should be experienced in managing complex commercial construction projects and the experts involved in these projects. The Chair will ensure that the BCC is a well-rounded, collaborative team, and will make changes to the committee in consultation with the BOD
- 2) BOD approved members serve at the pleasure of the Board with an initial term of 1 year. To provide continuity, members will be permitted to serve additional terms, without limit. The ideal size for the BCC is 5 members plus the BOD liaison, OVA Manager, and OVA Facilities Manager.
- 3) Members must have extensive building/construction experience and/or provide specialty knowledge and skills needed to strengthen the committee. Members must also have a proven ability to understand construction documents, and be able to evaluate contracts and change orders.
- 4) Members must be able to commit the hours necessary for the success of active OVA projects. Time commitment for BCC members will include attending regular and special meetings, review of documents, and completion of assignments from the Chair. Members must be tolerant of divergent views, and are expected to work as team players.
- 5) The OVA Manager, Facilities Manager, and BCC Chair will interview prospective members and make recommendations to the BOD, as required. All applications for membership will be forwarded to the BOD before an open position is filled.

Approved by the Oakmont Village Association Board of Directors March 20, 2018