

NEW HORIZONS SOUTH BAY ASSOCIATION

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CHARTER

BUSINESS INFORMATION SYSTEMS COMMITTEE

PURPOSE:

1. Promote improvements in the activities associated with the management of the New Horizons-South Bay Association including the utilization of existing business equipment and systems.
2. Monitor and evaluate Association owned business equipment and systems to ensure the most efficient use for all programs.
3. Review all proposed new Association business equipment and systems to determine that they represent the best use of the Associations resources.
4. Provide assistance to other board members and their committees in determining the best ways for them to utilize the business equipment and systems owned by the New Horizons-South Bay Association.
5. Maintain all Boardroom computer equipment.
6. The Capital Reserve Analysis is maintained by the Business Information Systems Committee, and must be completely updated in accordance with State law (currently every three years). On an annual basis, this committee will gather data from other Board members with asset responsibilities, and from the Treasurer, in order to update the Association's inventory list.
7. Other duties as may be deemed necessary and approved by the Board of Governors
8. Coordinate appropriate backup systems for safeguarding generated data and reports.

ORGANIZATION:

1. The committee chairman is an elected member of the Board of Governors assigned to this position.
2. The Committee is comprised of interested owners at New Horizons appointed by the Chairman. Membership may also include the Chairmen of funded committees of the Board of Governors, or their designated representatives. Members shall serve, at the discretion of the Chairman for the full term for which that Chairman is elected, and until a new Chairman is assigned after the election of a new Board of Governors.
3. The Chairman shall appoint an Assistant Chairman. The Committee shall elect, by majority vote, a Secretary and other officers as the need arises.
4. The Committee shall meet on the 4th Monday each month. Special committee meetings may be called by the Chairman.

RESPONSIBILITY

Chairman

1. Review established Committee Charter and proceed accordingly.
2. Review current committee memberships and obtain new members as required.
3. Preside at all meetings of this committee, and represent the committee at the Board of Governors meeting.
4. Maintain communication with the Board of Governors, this committee, and New Horizons residents through committee reports and Newsletter reports and articles.
5. Submit an annual report to the Board of Governors reviewing accomplishments and establishing goals.
6. Prepare and present an annual budget proposal for committee operation for each New Horizons Fiscal Year.

Committee Members:

1. Assist the Chairman in achieving the Purposes of this committee such as data input support, training support, and other tasks as may be needed to effectively carry out the committee management function in accordance with Association policy.

It is mandatory that all Funded Committees clear with the Budget Committee, and the Board of Governors, any transfer of budgeted funds to non-budgeted use, as well as the disposal or transfer of Association funds or equipment.

Revision of Form "CHRT_BIS.DOC 1/95" —4/21/99 approved by Board of Governors

Specific Tasks for the committee;

Reserve analysis;

- 1 Identify those entries accounting for 80% of the reserve requirements and test/validate assumptions of life expectancy, replacement costs, condition.. Items to consider; Block wall, garage doors, roof, paving, pool decking.**
- 2 Determine if other items should now fall into reserves rather than operating expenses; Decking resurfacing or replacement, sewer replacement.**
- 3 Review outside consultants report and prepare a Board review/presentation.**
- 4 Review need for 20% General Reserve Funding in CC&R's**
- 5 Establish rules for Sprinklers/controllers**
- 6 Document Garage Door and Block Wall assumptions**

Roofing contingency financial plan;

- 1 Analyze financial impact if we have to replace roofs at an earlier stage than the projected 17 years due to insurance risks.**

Cash Flow/ Monthly maintenance;

- 1 Review, in detail the monthly maintenance fee and the level of cash in general reserves, to insure solvency.**

Develop policies/procedures For asset disposition and acquisition

- 1 Dollar level of any asset that must be included in reserves**
- 2 Oversee disposition of assets**