

St. Thomas Armenian Church

Architectural and Facilities Management Committee

A. Purpose:

1. To maintain and enhance the the architectural qualities of the exterior and interior characteristics of the St. Thomas complex.
2. To act as trustee and manager for funds earmarked for capital improvements.
3. To identify and implement long range capital improvements of the church complex.
4. Establish budgets and schedules.

B. Members:

1. The Committee shall be composed of five members as follows:
 - a. One parish council member
 - b. Four parishioners
one engineer
one architect or interior designer
two lay parishioners
2. The Committee shall be selected from the parish members.
3. Committee shall elect from among its members, a Chairman, a Secretary and a Treasurer.
4. Committee shall meet as required but not less than four times a year. Meetings will be open to all parishioners. All related items will be discussed and the subject items will be approved or denied with recommendations from the Board for changes or resubmittals.

C. Terms:

1. The term of office for each member shall be as follows:

Parish Council Member - 2 years to coincide with the members term as parish council member.

Engineer - 3 years

Architect/Interior Designer - 3years

Lay Parishioner - 2 years

C. Terms Cont'd.

2. Members shall be eligible to serve for a maximum of three consecutive terms.

D. Responsibilities:

1. To review and approve all items regarding the aesthetic qualities which are to be placed, replaced, attached, and/or renovated to the complex including but not limited to:

- . Ceilings and lighting
- . Wall coverings
- . Floor coverings
- . Painting
- . Furniture
- . Paintings, Sculpture
- . Systems audio/visual
- . Doors, shelvings
- . Drapes, curtains
- . Exterior enhancement
 - Facade
 - Painting
 - Landscaping & signage

2. Committee shall establish a capital improvement program, solicit proposals, receive bids on proposed work and award contracts.
3. Committee shall submit an annual report and an audited financial statement to the Parish Assembly.

E. Authority:

1. The committee shall have the authority to allocate and expend funds from its approved budget for various capital improvement projects.
2. Committee shall control the Reserve Fund earmarked for capital improvements.
3. The committee has the right to remove all items pertaining to the categories listed in paragraph D1 which have not been formally approved by the Architectural Committee; all costs pertaining thereto should be borne by the individual or organization committee which caused the incident.
4. The committee shall operate under Roberts Rules of order and quorum shall consist of more than 50% of committee members.

F. Budget:

1. The committee shall prepare a long range operating budget for necessary capital improvements of the entire complex.
2. Budget shall be upgraded annually, but funding shall not be reduced by more than 10% in any one year.
3. The operating budget shall be submitted to the Parish Assembly for approval.
4. Funds allocated and not used shall be placed in an interest bearing reserve fund for future use.