

Facility Committee Charter

PURPOSE & OBJECTIVE

The primary responsibility is to advise the Board of Managers, in a reasonable and productive manner, on issues affecting the common areas to include, but not limited to maintenance of existing landscaping and general grounds condition, trash violations, exterior building maintenance. In accomplishing this goal, the Board of Managers shall assign ad-hoc tasks from time to time

- Assist and support The Board in the inspection of the grounds and landscape within the community.
- Accompany the Board and Property Manager on grounds inspections.
- Provide the Board of Managers with recommendations regarding the maintenance, repairs and improvements of the common areas.
- Assist the Board in establishing realistic goals, timetables, and work schedules for any repairs or improvements to the landscaping that the Board determines to undertake and in communicating such information to the residents.
- Assist the Board in monitoring the activities of any grounds maintenance work done by any firm hired for that purpose.
- If authorized by the Board of Managers, communicate directly with landscape contractor designated representative regarding contracted services.

The committee has been created to serve as the SW eyes and ears of the association, working with homeowners and Property Managers to ensure the community's beauty, sense of safety & security through open access and communication.

1) Roles and Responsibilities:

- a) General: inspect, assess and monitor the HOA common elements including but not limited to structures, landscaping, utilities and driveways.
 - i) Ongoing maintenance issues and routine repair
 - ii) Routine seasonal maintenance, upkeep and oversight (snow, ice removal)
 - iii) Regular (e.g., annual or semi-annual) surveys and upkeep of exterior buildings, driveways and structures
 - iv) Recommendations to the Board for maintenance issues that exceed the routine maintenance scope and/or budget.
 - v) Major maintenance, renovation or improvement projects: study, project and make recommendations to the Board.
 - vi) Monitoring and oversight of special projects approved by the Board; performance and progress against project plans

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- b) Represents the Board in the management and oversight of work performed by contracted maintenance and repair vendors.
 - c) The Committee Chair or designee attends and presents the Facility Committee report at all Board of Managers meetings.
 - d) The Committee Chair or designee attends and presents the annual Facility Committee report at the Annual Owners Meeting.
- 2) Committee Members:
- a) Membership:
 - i) Volunteers must be Sterling Woods unit owners and approved by the Board (maximum of 6) but a minimum of two (2) members.
 - ii) The Committee Chair shall be an owner designated by the Board.
 - b) The Board of Managers shall elect a chairperson.
 - c) Each Committee member will be expected to accept work assignments
Attendance: members are expected to attend committee meetings (virtually or in person).
 - d) Meetings:
 - i) Location: At the discretion of the committee.
 - ii) Frequency: at least every other month
 - iii) Date and Time: At the discretion of the committee.
 - e) The Committee will not have the authority to direct vendors or service providers without the prior approval of the Board of Managers and contact with any contracted service provider shall be coordinated with Management beforehand.
 - f) The Committee will not have the authority to send any communication regarding the Association without Board approval.

All committee members shall serve at the will of the Board. The Board has the right and authority to disband and discontinue any committee or subcommittee, as well as appoint or dismiss any committee member or subcommittee member, with or without cause. The Committee has no spending authority. Any cost must be approved by the Board.