

Scope, Policy, and Procedure of Maintenance Committee.

The Maintenance Committee (MC) is a committee appointed by the Board of Directors (BOD) and operates at the pleasure of said BOD under their direction. MC shall be appointed a Director from the BOD's to act as liaison to inform and/or facilitate the wishes within MC scope. MC should engage in the practice of providing guidance, support and assisting the Grounds Manager in challenges related to implementation of their contract duties related to grounds and maintenance. The MC shall in no way hinder regular duties of the grounds manager relating to repair, maintenance or operations and the grounds.

- I. Scope
 - a. To work with the Grounds Manager and/or the POA in matters outside of the daily operations with regards to the following:
 - i. Seasonal plantings/annuals
 - ii. Enhancements of common areas to include lighting, landscaping, and other relevant improvements
 - iii. Removal and/or replacement of trees in natural areas and landscaped areas
 - iv. Provide additional ad hoc Inspection of existing elements to report to Grounds Manager.
 - v. Retrofit project guidance, including storm water system, irrigation system, tree pruning, large turf replacement
 - vi. Respond to requests from the BOD relating to budget priorities and special projects.
 - vii. Respond to homeowners concerns if they attend the meeting. Homeowners shall be provided a brief time to speak at the beginning of the meeting.
- II. Meeting Policy and Protocol
 - a. Meetings to be scheduled and posted 48 hours in advance.
 - b. All documents to related meeting to be sent to the MC and BOD
 - i. Agenda
 - ii. Agenda support items
 1. Minutes
 2. Quotes
 3. Documents that may come up for vote.
 - iii. Meetings to operate by Roberts Rules of Order to include the following:
 1. Only items that have been presented with the agenda 48 hours in advance will be allowed discussion at the meeting
 2. In the interest of time, discussion should take place after a motion and a 2nd. Failure to obtain a 2nd, drops the discussion. (Procedures regarding Motion included herein).
 3. Members should be familiar with the maintenance contract and have clear understanding of the role of the MF in oversight of the maintenance contract. (Training will be provided to all members.)
- III. Accountability, Respect, and Communication
 - a. MC is accountable to the BOD and does not work unilaterally apart from such.

- i. The Liaison shall report progress, desires, and/or issues to the BOD and act as the primary conduit between the committee and the BOD.
 - ii. The Liaison need not agree with the MC, only facilitate the referenced directly above.
 - iii. The committee Chairperson is responsible to appropriately chair the meeting for efficiency purposes following guidelines by Roberts Rules of Order and may call for “point of order” in the event meeting is off track or out of line.
 - iv. The MC may establish internal operating processes:
 - 1. May not establish policy of Management Firm (MF)
 - 2. Processes may not be in conflict with POA governing documents or speak to committee membership
 - 3. The BOD shall address all matters relating to the efficiency and good order of the MC.
- b. Communication (including email) to Grounds Manager, PM, and MF shall be through the Committee Chairperson and/or MC Liaison in the interest to minimize miscommunication or duplication of requests.
 - i. Grounds Manager should not be expected to answer to all committee members’ emails and phone calls to express individual priorities or opinion. They should refer to chain of order of communication and forward their concerns to the Committee Chairperson.
 - ii. Fielding communication through the chair person will minimize excessive emails and tone directed toward MF.
- c. Respect is necessary for productivity. The members of this committee are volunteers from the community and each and every member should be respected for their role and input.
 - i. MC members shall refrain from personal attacks at meetings.
 - ii. Liaison shall report to BOD of inappropriate personal attacks.
 - 1. Violators may be removed from the committee as a result of such offense.
 - iii. The BOD shall address all matters relating to the efficiency and good order of the MC
 - 1. The BOD may remove any committee member (Board Policy 7.27.17). (same as item ii?)
- d. Meeting with Vendors and Prospective Contractors: The members of this committee may wish to meet with vendors and prospective contractors. In the event of such, two members of the committee may meet with vendors and prospective contractors with the Grounds Manager in attendance.