

Maintenance Committee Charter

Village Grande at English Mill Homeowners Association

Purpose

The purpose of the Maintenance Committee is to advise and counsel the Village Grande at English Mill Homeowners Association in maintaining the physical assets and amenities of the Community.

Scope of Authority

The Maintenance Committee (MC) was established by the Board of Trustees (BOT) of the Village Grande of English Mill Homeowners Association (HOA) pursuant to Article: XI of the By-Laws of the Community. The MC is under the direct supervision of the Board of Trustees (BOT) and serves at its pleasure. The Committee has no expressed or implied power or authority.

Membership

Committee membership is limited to members in good standing of the Homeowners Association. Chairpersons and members may be appointed or removed by the BOT. The Chairperson shall be the primary point of contact and lead the Committee in its duties.

Responsibilities

In order to fulfill its purpose, the Maintenance Committee shall:

1. Inspect the buildings, grounds and amenities and make recommendations to the BOT that may include alterations, repairs and improvements for community property.
2. Identify, report, perform or initiate needed maintenance.
3. Assist the Community Manager and BOT in determining the scope of work when a contractor is required.
4. Assist as needed in the preparations and review of Requests for Proposals.
5. Monitor maintenance, repair or replacement of items when using a contractor.
6. Review and provide input to the budget process and reserve studies.
7. Assist in determining priorities and goals as needed.
8. Keep accurate records and provide minutes of the Committee's meetings to the Board of Trustees
9. Work in conjunction with other Chartered Clubs and Committees.

Amendment

This Charter may be reviewed, revised or dissolved at any time as deemed necessary by the Board of Trustees.

Approved Yonetta Harris Date 3/26/24

Revised: March 26, 2024