

Village Grande at English Mill
Charter
Maintenance Committee

Mission: To advise and assist the Village Grande at English Mill (VGEM) Board of Trustees in maintaining the physical assets and amenities of the VGEM Community.

Vision: To assist the Board of Trustees to maintain or improve our facilities and amenities.

Values: The VGEM Maintenance Committee will treat all members of the VGEM community with respect, and value the input of the community in pursuit of its Mission.

The VGEM Maintenance Committee recognizes the other committees and clubs chartered by Home Owners Association and will work with them in a positive manner.

Objectives: The VGEM Maintenance Committee advises and assists the Board of Trustees to preserve the physical integrity and aesthetic quality of our facilities, pools and other property. The primary duties of the Committee are as follows:

1. Inspect the buildings and grounds regularly or as necessary and make recommendations to the Board for suggested alterations, repairs or improvements.
2. To identify, report, perform or initiate needed maintenance
3. To assist in determining the scope of work required to repair or replace items when a contractor is required to perform corrective action.
4. Oversee contractor performance and provide feedback to the Board of Trustees.
4. Assist in preparing Requests for Proposals and evaluating proposals for projects.
5. Review and provide input to the annual budget process.
6. Assist in Capital Reserve Studies as needed.
7. Assist the Board in developing and prioritizing goals and projects as needed.
8. Provide the Board of Trustees with periodic updates.

Scope of Authority: The Maintenance Committee is under the direct supervision the Board of Trustees and serves at its pleasure. The Maintenance Committee has no expressed or implied power or authority. It may as needed, create subcommittees to accomplish or plan specific goals or projects.

Membership: Membership of the Maintenance Committee is limited to the members in good standing of the VGEM Home Owners Association. Members will be appointed by the Board of Trustees and may be removed by the Board. The Board of Trustees will appoint a Chairperson from the membership of the Special Events Committee.

Revision: This Charter may be reviewed and revised as necessary by the Board of Trustees.

Approved

