

The Retreat at Greenbrier Condominiums Association Grounds and Maintenance Committee

Revised January 14, 2019

General: The Grounds and Maintenance Committee (G&M) assists the Board of Directors with its responsibility for the repair, maintenance and improvement of certain elements of the grounds and physical plant of The Retreat at Greenbrier Condominiums Association.

Purpose: The G&M Committee provides physical maintenance services for certain Common Elements and Limited Common Elements (the property) of the Retreat at Greenbrier Condominiums Association.

Structure: The President of the Board appoints the Board's Liaison to the committee and a Retreat resident to serve as committee Chair. The Chair appoints at least 2 and not more than 6 other residents who will serve as committee members.

Members of Board committees are volunteers; and no committee member may serve as a Board member.

Services:

- Inspect the property for repairs/maintenance, identify items needed to maintain the property, and coordinate with the Board Liaison.
- Set and prioritize alterations, repairs and improvements..
- Respond to Board's requests for action in a timely manner.
- Provide the Board with the information critical to decisions that would impact the appearance of the property or aspects of any of the community's functions.
- Provide quality assurance to contractors hired by the Association who are involved with maintenance or repair of the property, if requested by the Board.
- Periodically inspect street lighting and identify needed repairs or bulbs replacement; and notify Board Liaison for work order coordination with Management Company.
- Inspect the landscape low lighting, Clubhouse, pool area, and entrances to The Retreat for lighting repairs and/or bulb replacement.. Notify Board Liaison for work order coordination with Management Company.

Duties and Responsibilities:

- Committee meetings will be scheduled monthly or on an as needed basis.
- The Chair will notify the community of all meetings by posting the meeting agenda on the door of the Clubhouse at least 3 days prior to the meeting and placing the meeting date and time on the monthly calendar on The Retreat's web site.
- The committee will appoint a member of the committee to take the minutes of its meetings, circulate the minutes for committee review and, upon approval, forward a copy to the Board President, webmaster and Association Manager.

- The Chair, or in the Chair's absence a designation, will present an update on G&M projects at the Board of Directors' monthly general meetings.
- The Chair is responsible for submitting to the Board's Treasurer, when requested, a recommended yearly budget based on prior years expenses and projected expenses.
- Receipts for all costs, including debit card purchases, associated with G&M purchases, will be provided to the Treasurer for approval and submission to the Association Manager.
- The Chair will develop a list of the elements of the grounds and physical plant that require the attention of the committee.
- Using that information, the committee will prioritize their projects and identify all material and physical requirements necessary to complete the project in a safe and fiscally responsible manner.
- The Chair will keep the Board informed as to the nature of the projects, completion dates and costs associated with each project, and provide an update at the Board's monthly, general meetings.
- In the event a project requires assistance or significant work outside the scope of the committee's functions or capabilities, the Chair will make such recommendations to the Board via the Board Liaison.

Committees serve at the pleasure of the Board of Directors; and their members and subcommittee members are not authorized to financially or legally act, either verbally or in writing, on behalf of the Association. Such actions include, but are not limited to, contracts for services, borrowing money, and/or purchasing equipment.

The Grounds Maintenance Committee may purchase necessary maintenance supplies, within the annual limits set on the debit card, as authorized by the Board.