

Charter of the Maintenance Committee

1. Authority: Article III of the Articles of Incorporation declares that among the Association's purposes are to provide for the maintenance and preservation of the common areas, and Article IX of the By-Laws states that the Board of Directors may appoint a Maintenance Committee.

2. Purpose: To maintain, preserve, and improve the common areas within the Pinewood Lake Homeowners Association in such a way as to ensure the health, safety, and welfare of the residents, to conserve resources over the long-term, and to enhance the quality of life of residents and the marketability of the community to attractive clientele.

3. Membership and Meetings:

a. The committee shall consist of at least three voting members and a Board liaison, although ideally the committee should consist of at least a dozen people representing each of the areas of the Association.

b. Voting members shall consist of those individuals appointed by the Board. The committee may recommend new members for the Board's approval once those individuals attend at least three committee meetings within a period of five months. To remain a member in good standing each member must attend at least three out of every five regularly scheduled meetings unless excused prior to the missed meeting.

c. A quorum shall consist of a majority of the voting members. A quorum may take any authorized action, to include recommending that the Board appoint a new chair.

d. The committee shall meet at least monthly in the community center in order to evaluate its progress in meeting its plans for community maintenance and improvement.

e. When the committee seeks Board approval for a proposed contract, it shall provide Board members in advance of the Board meetings a copy of the statement of work, the contractor's proposal, and a summary of the committee's decision-making process. There are no other required reports, unless the Board shall request recommendations in certain areas within the committee's responsibility.

f. Resignation. Any member desiring to resign from the Committee shall submit his resignation in writing to the chairman, who shall present it to the committee/board for action.

4. Delegated Powers: The committee is delegated the authority to write statements of work for proposed projects, to solicit and evaluate bids, to recommend to the Board of Directors an approved contractor, to supervise the actions of the general maintenance worker and to write the personnel evaluations required by the Personnel Manual, and to oversee the performance of the Grounds Maintenance Contract, the Snow Removal Contract, and any special contracts the Board approves on the committee's recommendation.

5. Limitations on Actions:

- a. The committee may not take any action that would make it exceed its overall annual budget without receiving Board approval.
- b. The committee may not make any purchase or enter into any contract in excess of \$1,500 without receiving formal Board approval at a duly-called Board meeting. The President of the Board shall sign all contracts over that amount.
- c. The committee may not advertise for bids on any project in excess of \$1,500 without coordinating the statement of work with the Contracts Committee.
- d. The committee maintains a performance oversight of all its contracts, does not treat or supervise a contractor like an at-will employee, and otherwise does not exceed any oversight given to other Association individuals by the contract.
- e. The committee shall maintain coordination with all existing committees and the Community Manager to determine required maintenance and capital improvement needs.

6. Knowledge: Committee members and inspectors must be familiar with the current Reserve Study, the annual budget, and the condition of each component of the common area. Committee members otherwise need possess only common sense, an eye for detail, and a general sense of beauty and proportion, although the committee may have to seek Board approval to consult a professional engineer on certain technical issues.

7. Duties and Responsibilities:

- a. Ensure that the common areas are preserved, maintained, and improved in such a way as to enhance life within the Association.
- b. Produce a life cycle maintenance and improvement plan for each of the major components of the common area: to include the community center, lake (including the dam and islands), pool, streets, paths, fencing, lighting, trees and shrubs, soil, flower beds, recreation equipment, signs, and compound. Annually evaluate and update each plan, identifying long, medium, and short-term goals, tasks, and projects. Provide financing requirements and alternatives to the Board of Directors for their consideration and an annual project list consistent with the Reserve Study.
- c. Ensure these updated maintenance and improvement plans are integrated into the Reserve Study and are reflected in the capital and annual operating budget of the Association. Maintain detailed records of the completion of each segment of the plans in the community center office as a resource for future plan updates.

d. Using committee members and other volunteers, walk the community annually to assess the condition of each component of the common area. Supplement this with at least quarterly walk-arounds to detect emerging trends. Using the general maintenance worker, survey the community at least weekly for problems requiring immediate attention.

e. Recommend the employment of a general maintenance employee to do light to medium painting, plumbing, electrical, carpentry, inspection, and repair activities throughout the common area, including community center, pool, fencing, curbs, recreation equipment, picnic tables, benches, guard rails, signs, roads, lighting, and compound. This includes identifying such items as non-working/malfunctioning streetlights for the Community Manager to report to Dominion Virginia Power and broken water meters and water lines, clogged storm sewers, and problem manhole covers for the Community Manager to report to Fairfax County. Supervise the employee, to include the preparation of a job description and standard work plan and the conduct of periodic performance reviews.

f. Recommend the employment of a grounds maintenance contractor and a snow removal contractor and within the terms of those contracts evaluate each contractor's adherence to the contract's standards and provide required input to the Board. Keep the statements of work clear and updated.

g. Recommend the employment of other contractors to perform work above the capability of the general maintenance employee, beyond the scope of the grounds maintenance contract, or in furtherance of the maintenance and capital improvement plans.

h. Solicit, with the help of the Muddy Hole Garden Club, volunteers to maintain flower beds throughout the community. Participate in community project days to complete aspects of the maintenance and capital improvement plans that otherwise would require expenditure of additional Association funds.

i. Prepare monthly articles for publication in the Needle to reflect plans, progress, and activities of the committee.

8. Special Issues:

a. Procurement is always sensitive. The committee does not have to use an extended procurement process for simple projects like tree trimming and tree/debris removal but need only seek multiple bids. No matter what the scope of the project, however, the committee may recommend that the Board approve a contractor's proposal without bidding the work, provided that the committee can justify to the Board that the contractor has provided the same services recently to the Association, has done so in a superior manner, and is presenting a price that is within market rates.

b. All "letters/comments of concern" addressing work performed by the maintenance employee, the grounds maintenance contractor, or any other contractor will be forwarded to the Maintenance Committee for their review, comment, and corrective action.

c. At no time will any individual member of the Maintenance Committee or the Board of Directors unilaterally direct either a contractor or the maintenance employee to perform a function unless that involves immediate safety or loss of life issues. This action will not supersede the authority of the President of the Board of Directors, the Community Manager/Assistant Community Manager, or the individual provisions of existing contracts.

9. Effective Date: 9 March 2006

Committee Chair

Mike Shigley
President, Board of Directors