

## **Policy and Procedures for Buildings & Grounds Committee**

### **General Purpose**

The Committee's purpose is to work with the management to preserve and enhance, where possible, the quality and appearance of the buildings and grounds within the Community.

- 1. The Committee shall have a complete and current set of the Community's Rules and Regulations as promulgated by the management.**
- 2. The Committee shall field issues and concerns from residents relative to the condition of the buildings and grounds within the Community.**
- 3. Committee members shall attend periodic meetings scheduled by the Chairperson to discuss residents' issues and concerns, and gather a consensus of ideas or suggestions to aid in the resolution of these issues.**
- 4. While traveling about the Community, Committee members shall be observant of areas that need to be addressed.**
- 5. The Committee Chairperson shall schedule periodic meetings with the Community Manager to discuss issues and recommend action to be taken.**
- 6. The Committee Chairperson shall maintain contact with the HOA Board of Directors to keep them informed of activities, and to recommend when further action needs to be taken to a higher level of management.**
- 7. The Committee members' addresses and phone numbers shall be posted on the Community web site.**
- 8. When the Committee Chairperson changes, the former Chairperson shall accompany the new Chairperson to the first Committee meeting and the first manager meeting to insure a smooth transition.**