

# **BRIDLEWOOD CONDOMINIUM ASSOCIATION**

## **COMMITTEE CHARTER**

**COMMITTEE NAME:** Building & Grounds Committee (Maintenance)

**PURPOSE:** To assist the Board of Directors with the efficient management of the common elements of the community and to ensure timely responses to resident maintenance requests.

**RESPONSIBILITIES:**

- Monitor all inquiries, questions, and service requests submitted to Ogden Property Management through the customer portal. Respond to all service requests and document actions taken through resolution.
- Conduct scheduled weekly inspections of the Clubhouse and monthly inspections of the community property, make necessary repairs, and report any issues to the Board of Directors.
- Assess maintenance and repairs as noted in the attached Reserve Study Priority Maintenance List and recommend an appropriate course of action to the Board of Directors.
- Develop a monthly, semi-annual, an annual maintenance plan as noted in the attached Reserve Study Preventative Maintenance Recommendations and report findings to the Board of Directors for funding approval.
- Inspect quality of work by vendors following landscape and snow removal activities.
- Conduct an inspection of the common elements following any extreme weather event.
- Assist Board of Directors in developing scope of work for maintenance and repair requests for proposals.
- Establish the Building and Grounds committee as a point of contact to recommend solutions or vendors for residents requiring non-association related work.
- Recruit and train committee members.

**TERM:** Permanent

**NUMBER OF MEMBERS:** Five members including Chairperson.

**Committee Organization:**

- The committee shall consist of five members to be appointed by the Board of Directors.
- The committee shall meet as frequently as necessary.
- Minutes will be taken at all committee meetings.

**Relationship to Board of Directors:**

- A copy of all committee meeting minutes will be sent to the Board.
- Expenditures must be approved in advance by the Board.