

Rule 17. RULES FOR THE MAINTENANCE COMMITTEE



17.1 Establishment and Purpose

- A. The VLPOA Board hereby authorizes the establishment of a Maintenance Committee.
- B. The Maintenance Committee is tasked with performing some minor and mid-level repair and handyman services throughout association facilities. The Board Goal is to reduce outside vendor costs while maintaining quality facility services and use.

17.2 Membership

- A. The board shall appoint or reappoint the chairperson and any liaison board members in April of each year.
- B. The chairperson shall identify committee members for board approval. (see Rule 10 – Volunteers & Committees)
- C. Members shall possess some level of fix-it skills and shall not work outside their abilities or knowledge.

17.3 Committee Responsibilities/Duties

- A. The Board authorizes the Facility Maintenance Committee to:
 - 1) Perform repairs within their broad level of competencies.
 - 2) Assist the Management Office in the establishment of an electronic calendar of current periodic maintenance needs for all Association facilities. Assistance is accomplished by:
 - a. Inform Office Manager or staff of a maintenance need verbally, by email, or by completion of the VLPOA Request for Facilities/Landscape Maintenance form.
 - b. A form shall be created for every maintenance request.
 - c. Providing advice/service on subject matter expertise.
 - 3) Inspect all Association facilities and provide input regarding the Association Reserve Study Inspection & Report.
- B. The Committee Chairperson or designee shall be responsible for:
 - 1) Making purchases of project materials, as needed.
 - 2) Scheduling/overseeing committee members to address projects.
 - 3) Informing Office Manager of project status.
 - 4) Submitting all verbal or written reports to the Board of Directors.

- 5) Providing date, time and location of meeting to Office Staff for timely posting in accordance with open meeting laws.
- 6) If applicable, secure a volunteer to take minutes.
- 7) Securing a meeting location.

17.4 Residents Responsibilities

- A. Residents should support the Committee efforts by reporting any broken or non functioning equipment immediately to the Office or completing the VLPOA Request for Facilities/Landscape Maintenance form.

17.5 VLPOA Staff Responsibilities

- A. The Community Manager is responsible for accepting reports of facility deficiencies and sharing with the Maintenance Committee Chairperson.
- B. The Community Manager shall consult with the Maintenance Committee Chairperson prior to out-sourcing the work. Conflicts between the Maintenance Committee decision and the Community Manager shall be brought before the Board President for resolution.
- C. Should there be no Maintenance Committee in operation, the Community Manager or designee shall be responsible for ensuring the handle maintenance issue is resolved.

17.6 Board Responsibilities

- A. The Board has the final responsibility to ensure support for a viable in-house maintenance function by providing resources and guidance sufficient to encourage and enable use of this valuable volunteer resources.
- B. The Board will support the in-house maintenance program financially on an annual basis to ensure that budgetary resources are provided.

17.7 Meetings, minutes and reports

- A. Committee meetings are subject to the ARS Open Meetings Law and must have advance dates, times and locations of meetings posted and emailed as required.
- B. The committee will meet monthly or as needed.
- C. If applicable, the minutes of the Maintenance Committee shall be published in accordance with the Association Rules.
- D. A monthly report shall be prepared and submitted five days prior to a regularly scheduled monthly Open Board Meeting.

Adopted ?, 2011.