

MAINTENANCE COMMITTEE

CHARTER

The Maintenance Committee is a standing committee of the Association. The Committee shall consist of a chairperson and two (2) or more Members and shall include a member of the Board of Directors. The Committee shall be appointed by the Board within thirty (30) days after each annual meeting of the Members and shall serve until succeeding Committee members have been appointed. The Committee shall have the power to appoint subcommittees from among its membership and may delegate to any subcommittee any powers, duties, and functions.

The Committee shall advise the Board on all matters pertaining to the maintenance, repair or improvement of the Common Area which may be located within University Estates or within the dedicated rights of way adjoining or in close proximity to University Estates. The Committee shall perform or seek the performance of such other functions as the Board, in its discretion, determines.

The Committee shall monitor work performed by the contract vendor(s) in the Common Area and shall notify the Community Association Manager in writing, with copies to all Board members, of any deficiencies or discrepancies in contract performance. There shall be no direct contact between the Committee and the contract vendor(s). The Manager shall be solely responsible for ensuring that the terms of the contract(s) are fulfilled.

The Committee shall have the duty to receive complaints from Members on any matter involving Association functions, duties, and activities within its scope and responsibility and shall dispose of such complaints as it deems appropriate or refer them to such other committee, Director, or officer of the Association as may be concerned with the matter presented.

The Committee shall review and monitor those accounts in the annual operating budget within its scope and responsibility and such other budget accounts as the Board may determine. The Committee shall have the authority to transfer funds between and among the annual operating budget accounts except the accounts for contracted services. The Committee shall recommend changes in anticipated expenditures to the Finance Committee at the time of the annual budget preparation.

The Committee shall elect a chairperson who will provide a monthly written summary of the Committee's activities to the Board at the Board's regularly scheduled meetings. If any Committee activity requires Board approval, the chairperson shall submit a written request to the Board.

The Committee shall recommend amendments to the maintenance contracts to the Board when and as necessary.

The Committee shall recommend selection of maintenance and repair contractors to the Board.

The Committee shall submit a quarterly summary of its activities and articles of general interest to the Association Newsletter and the University Estates Community webpage for publication.

**REVISION APPROVED BY THE BOARD OF DIRECTORS
DECEMBER 8, 2008
THIS REVISION SUPERSEDES ALL PREVIOUS REVISIONS**