

Facilities Committee

Charter

The Facilities Committee is a standing committee to assist the Board of Directors in determining funding and long term repair and/or replacement needs of the Resort facilities & fixed assets/equipment. It shall consist of five members with expertise or experience in building, plumbing and electrical wiring. Its purpose is to:

- 1) do an annual physical inspection of the Resort facilities and fixed assets to assess and prioritize these needs,
- 2) to submit an annual report to the Board and Resort Manager with a recommendation based on its assessment of these needs, and
- 3) assist the Resort Manager with specifications for bids and major contracts let on facilities for repair or replacement, upon request by the Resort Manager or Board.

Duties

- 1) Inspect the interior & exterior condition of all buildings owned in common by the Association for needed repairs or replacement, to include the roofs, exterior walls, foundations, interior walls and ceilings, floorings, windows, doors and locks, plumbing, heating and air conditioning units, filters, fans for ventilation, and electrical wiring and outlets, if any
- 2) Inspect the physical condition of the pools & the equipment for covering, filtering & heating them, and inspect the surrounding areas including the shower & lavatory rooms for repair and/or safety issues
- 3) Inspect the condition of the laundry rooms
- 4) inspect the equipment & condition of the kitchen to conform to the city codes
- 5) inspect maintenance shop
- 6) Inspect the condition of the offices and all storage areas
- 7) inspect the condition of the outer perimeter walls and the proper maintenance and working condition of the electronic gates
- 8) inspect for possible fire hazards or need of fire protection devices
- 9) Inspect areas where deemed necessary for proper ventilation, lighting, etc.
- 10) Inspect all common ground areas, sidewalks, etc. for any possible hazardous conditions.

- 11) Date and sign all inspection documents by those doing inspections. Documentation to be put on file with the office management.
- 12) Notify Resort manager & Board liaison promptly of any problems or code violations that need immediate attention or that could lead to possible legal action or physical endangerment.
- 13) Seek Resort owners with expertise & experience in particular areas for advice & consultation to assist, if needed, in making an assessment of a problem area or to assist in making inspections
- 14) Professional consultation that would result in a cost exceeding \$500 to the Resort must be brought before the Board by the chairman or designee of the committee before proceeding. All professional consultations subject to approval by the Park manager.
- 15) Review with Resort manager & maintenance department their knowledge of any current problems
- 16) Assist the Resort manager with the project specifications for bids on contracts for facility repair or replacement upon request
- 17) Assist the Resort manager in reviewing for adequacy and completeness, the major contracts for facilities repair or replacement upon request.

Approved, Board of Directors, March 4, 2003