

Facilities Committee (DRAFT)

Charter

The Facilities Committee is a standing committee to assist the Board of Directors in determining long term repair and/or replacement needs of the Resort facilities and equipment. It shall consist of a minimum of five (5) members with expertise or experience in such areas as building, plumbing, and electrical. Its purpose is to: 1) do an annual physical inspection of the Resort facilities and equipment 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.

Duties

1. Inspect the interior and exterior condition of all buildings owned in common by the Resort for needed repairs or replacement, to include roofs, exterior walls, foundations, interior walls and ceilings, flooring, windows, doors and locks, electrical wiring and outlets, if any.
2. Inspect the condition of the outer perimeter walls and the working condition of the electronic gates.
3. Inspect all common walkways, pool decking and sidewalks, etc. for any possible hazardous conditions, and needed maintenance.
4. Date and sign all inspection documents by those doing inspections. Documentation will be filed in the main office.
5. Notify Resort Manager and Board of Directors liaison promptly of any problems of code violations that need immediate attention or that could lead to possible legal action or physical endangerment.
6. Seek Resort owners with expertise and experience in particular areas for advice and consultation to assist, if needed, in making an assessment of a problem area.
7. Review with Resort manager and maintenance department their knowledge of any current problems.

Approved at the GVRV Board of Directors Meeting on March 2, 2010
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