

CHARTER FOR THE BUILDING MAINTENANCE COMMITTEE OF THE FLEETWOOD PLAZA REGIME

PURPOSE:

To repair, improve, enhance and otherwise maintain the buildings, streets, timber walls and sidewalks of the Fleetwood Plaza Regime in order to provide sturdy, well-built, aesthetically pleasing residences and a properly functioning physical environment, to oversee key security and enhance the beauty, value and appeal of the homes and common areas.

DUTIES & RESPONSIBILITIES:

1. To provide the routine repair and maintenance for all elements of buildings in the Regime's common areas -- including residences, carports, Clubhouse exterior and surrounding structures (e.g., Maintenance Bldg., Gazebo, pool fence and decks), entrance security facility, pump house, etc.
2. To provide for the painting of all Fleetwood buildings on a routine and regularly scheduled basis so that all buildings in the community appear at their best at all times.
3. To provide for the maintenance, repair and replacement of roofs on an as-needed basis.
4. To repair, maintain and resurface as needed, all paved and concrete surfaces throughout the Fleetwood complex.
5. To construct, repair and maintain all retaining walls and steps designated as common elements of the Regime.
6. To serve as the primary contact with all utility agencies providing services to Fleetwood Plaza.
7. To develop, update and maintain a short-term and long-term maintenance plan and program covering all elements of a routine, predictable nature plus those items which can be anticipated to occur during the plan period.
8. To oversee, monitor and control security measures including steps directed by the Board (actions from the 3/12/97 Board Meeting follow):
 - a. No unit keys shall be loaned to any vendor. The Building Maintenance Chair or his designee shall unlock and re-lock daily, or re-lock upon completion of the task, any unit requiring entry by a contractor or vendor. Judgment shall be exercised as to whether or not the contractor shall be escorted during his entire visit.
 - b. An entry form shall be left in the unit every time it is entered with appropriate information (e.g., names, date, time, purpose, etc.).
 - c. The key to the annex file room shall be keyed differently from the annex front door.
 - d. The key box containing keys to all Fleetwood units shall be padlocked and kept inside the annex file room or other secure location.
 - e. The only persons authorized to hold a key to the padlocked key box shall be the Building Maintenance Committee Chair, the Emergency Coordinator, the Maintenance Employee, the Board President, the Board Vice-President and the Regime Secretary.
 - f. A designated member of the Board of Directors shall be responsible for control of access keys: i.e., assigning authorized person's keys to the annex front door, the annex file room and the padlocked key box containing all keys. This shall include maintaining a current log of assigned keys as well as collection of them upon change in position, individuals no longer requiring them or moving from Fleetwood.
 - g. All residents should be encouraged to be alert and watchful of entry into, or noise emanating from, neighbor's units who are known to be away. Courteous inquiries of anyone other than owners should be made. Police should also be called when deemed appropriate or necessary.
9. To address other issues as directed and/or approved by the Board.
10. To keep regular minutes of Committee proceedings and report the same to the Board when required (per By-Laws of the Fleetwood Plaza Regime, Article VI, Paragraph 6.4 Minutes).
11. To cooperate fully, and work closely, with all other Committees to assist in the identification of problems, permanent solutions and in implementation of corrective actions.

12. To prepare and submit an annual budget, approve all bills for payment, control ongoing expenses, monitor monthly budget statements and assure that funds are spent wisely, efficiently and effectively in correcting problems vs. treating symptoms.

MEMBERS:

1. The Chair of the Committee shall be elected by the Board of Directors.
2. The Chair may solicit any reasonable number of committee members, appoint a Vice-Chair and submit all names to the Board for approval.
3. At least one member from the Board shall be a member of the Committee.

MEETINGS:

1. No specific schedule of Committee meetings is required.
2. Meetings shall be held at the call of the Chair, at the request of Committee members, or at the direction of the Board.
3. The Chair, or his/her designee, shall provide a report of highlights, significant activities, status of projects, problems, accomplishments, concerns and requests to the Board at its regular monthly meeting.

REPORTING RELATIONSHIPS:

1. The Committee is responsible to the Board of Directors and the Chair shall report directly to the Board.
2. Committee members shall receive direction from, and report to, the Chair.
3. Beyond the offices of Chair and Vice-Chair, the Committee is free to organize itself in the manner it deems most appropriate to operate effectively and efficiently.

AUTHORITIES:

1. The Chair shall have authority to initiate appropriate actions, including contacting contractors and vendors for price quotations and formal bids, to accomplish the Committee's DUTIES AND RESPONSIBILITIES. The Chair shall also have the authority to delegate such actions to Committee member(s) as he/she deems appropriate.
2. The Chair shall have authority to approve properly submitted requests (via an Interior or Exterior Change Request) from an owner for minor or routine modifications to the owner's unit. (NB: The most common minor or routine modifications are listed in the Interior Change Request form and are pre-approved by the Board.) If the Chair determines that a request is not minor or routine, he/she will refer the request to the Board.
3. The Chair shall have the authority to engage contractors/vendors up to the limits of LINE ITEM totals in the approved Committee budget but not to exceed \$2,500 per occasion or individual item. Individual items above \$2,500 shall be handled as a Contract which is outlined in #4 below.
4. CONTRACTS up to a value of \$5,000 shall have the written/signed approval of the Board Member serving on the Committee (or his/her alternate Board designee). Contracts exceeding a value of \$5,000 shall require full Board approval. Once a contract is signed, the Chair shall have the authority to implement the appropriate actions without further Board approval being required.
5. Any cost overruns greater than 10%, actual or projected, shall be reported to the Board immediately for approval or other action.
6. The Chair is expected to exercise good judgment in consulting with the Board prior to actions of engagement or commitment and in keeping the Board, and the designated Board liaison member, apprised of status, progress and particularly any problems.
7. The Chair shall be responsible for operating within the allocated line items AND the total annual budgeted funds approved for use by the Committee. Any deviation, actual or projected, shall require immediate reporting to the Board for information and approval or denial.

Approved by the Fleetwood Board of Directors: October 17, 2018