

# MAINTENANCE COMMITTEE CHARTER

## PURPOSE:

To be responsible for the grounds maintenance of all the DVCA common grounds, clubhouse and other designated areas including several that lie within the Conservation Easement. These areas are as specified (but not limited to) the areas described in the Lawn Maintenance Contract. Other responsibilities include arranging for the removal of trees downed as a result of storm activities, or other natural occurrences such as disease, blight, infestation, etc., and act as a consulting entity to other Deerlake Committees in any type of required Maintenance Activity related to all common amenities.

## GOALS:

- In a cooperative effort with the Landscape Review Committee (LRC), preserve the aesthetics of the present landscape and focus on development of long-term goals stressing low maintenance and appropriate selective plantings. The major goal is beautification of all common grounds within budget constraints. In concert with the LRC, develop a Landscaping Plan to be used as a guideline for future development of the common areas is considered an objective of this Committee.
- In a cooperative effort with all other DVCA Committees provide *either hands-on or consulting services in all Maintenance activities related to DVCA amenities* by developing a list of reliable maintenance sources to be called upon to perform maintenance tasks as required.

## MEMBERSHIP:

- The Board of Directors shall appoint a chairperson and a minimum of two other members.
- The chair and the members of the Maintenance Committee are appointed by the Board of Directors to serve three (3) year terms.
- All terms will begin July 1 of the calendar year and end June 30 three years later.
- No member of the Board of Directors shall serve as Chair of the committee. However, a Board member may serve as a non-voting Acting Chair until another Chair can be recruited.
- It is recommended that no more than one member of a household be a member of the committee.
- Individuals may be reappointed by the Board to serve multiple consecutive or non-consecutive terms on the committee.
- A committee member may choose to resign at any time.
- The committee may invite friends of the committee to volunteer to assist and advise the committee on special projects.

## **RESPONSIBILITIES:**

- To establish maintenance policies, which are in the best interests of the community, and to make wise decisions, based on the designated purpose of the committee, which are in the best interests of the entire community.
- To work with the board liaison to develop future plans and associated budgets.
- If feasible and appropriate, provide oversight and participate in a volunteer effort(s) to a community wide project to perform and complete maintenance task(s) on all Deerlake Community Common Amenities.
- Contract with and provide oversight to a reputable lawn service to provide complete grounds maintenance services for the Deerlake Community.
- Prepare an annual budget for Board approval.
- Prepare quarterly reports on the status of current grounds activity. The committee may be invited to report on their activities at a Quarterly Meeting of the general membership.
- Collaborate with the LRC when it is necessary or desirable for additions or changes to the grounds common areas.
- Develop and maintain a list of reputable contractors for use by other Deerlake Committees.
- Act as a consultation source for all other Deerlake Committees in all maintenance activities related to all Deerlake common amenities.
- With respect to Lots 1 and 2 will consult with Lake Management, Landscape Review, and Conservation Easement Committees on any maintenance work before starting work.

## **MEETINGS:**

- Typically, the committee will meet monthly or as needed; minutes of the meeting should be submitted to the President and DVCA Board through the designated DVCA Board liaison. The committee will prepare a quarterly and an annual report for the Board of Directors meeting

## **ANNUAL BUDGET:**

- An annual budget for the forthcoming year will be prepared in consultation with the designated DVCA Board Liaison and presented to the chairperson of the Finance Committee as requested

This Charter adopted and approved by the DVCA Board of Directors on the 10th of April 2014.