MAINTENANCE COMMITTEE CHARTER
DEERLAKE VILLAGE COMMUNITY ASSOCIATION (DVCA)

PURPOSE.

To be responsible for the ground's maintenance of all the DVCA common areas, 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. Be responsible for repair or maintenance activities related to the clubhouse.

GOALS.

- A major goal is beautification and preservation of all common grounds within budget constraints.
- In a cooperative effort with all other DVCA Committees with consultation on maintenance issues of the clubhouse. The Board of Directors shall appoint a chairperson and a minimum of four (4) 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; however, if two members of a household are appointed, only one member will have voting rights.
- 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.

RESPONSIBILITIES.

- To establish maintenance policies and make decisions in line with the goals of the committee, which are in the best interests of the community.
- To work with the board liaison to develop future plans and associated budgets.
- Contract with and provide oversight to a reputable lawn service to provide complete grounds maintenance services for the Deerlake community. The Lawn areas only.
- Prepare an annual budget for Board approval.
- Prepare quarterly reports on the status of current Maintenance Committee activity.
- Collaborate with the Landscape Review Committee (LRC) and the Lake Management Committee (LMC) for additions or changes to the ground's common areas.

Approved by the DVCA Board on 3/12/2026

- Develop and maintain a list of reputable, insured 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.
- Consult with Lake Management Committee (LMC), Landscape Review Committee (LRC), and Conservation Easement Committee (CE) on any proposed maintenance activity on lots 1, 2 and 3.
- Arranging for the removal of trees down as a result of storm activities, or damaged by natural occurrences such as disease, blight, infestation, decay, or dying or dead trees. This will not apply to the Conservation Easement area. A tree contractor, with consultation, and required DVCA insurance, should be hired.
- Monitoring common areas, including daily monitoring of the clubhouse to ensure that they are properly maintained.
- Changing the code on the Clubhouse and basement doors. Back doors of ballroom may be included.

MEETINGS.

The committee will meet quarterly or as needed. Minutes of the meeting should be submitted to the designated DVCA Board liaison. The committee will prepare a quarterly and annual report for the Board of Directors meeting.

ANNUAL BUDGET.

An annual budget for the forthcoming year will be prepared and presented to the chairperson of the Finance Committee as requested.

The Committee will follow the requirements of Capital Reserve policy if replacement or repair of amenity is over $65K before presenting to the Finance Committee.

REVIEW OF CHARTER.

We will review this charter not later than June 30th of the calendar year. Once reviewed, edited, and checked, the Chair will submit to the Maintenance Committee Board Liaison for approval by the DVCA Board.

APPROVAL.

The Maintenance Committee Charter was approved by the DVCA Board of Directors on the 12th day of March 2026.