

COMMITTEE CHARTER: Maintenance COMMITTEE

Overall Roles and Responsibilities

The committee is responsible for recommendations for the oversight of maintenance and future enhancement projects within the Nature Pointe community, This includes the clubhouse and grounds, future pocket park,gate, roads and trails.

Responsibilities

The maintenance committee's specific responsibilities include:

- Recommending policies that maintain and improve the ongoing upkeep of the association assets.
- Develop and review job description and duties of and for the maintenance position.
- Work hand in hand with the maintenance technician to ensure issues are handled in a timely and cost effective fashion.
- Make recommendations to the board on maintenance projects and contractors.

Meetings

The committee will meet as need to discuss ongoing maintenance issues that arise.

Members

A Nature Pointe HOA Bof D should be an active member of this committee.

The committee should seek members with backgrounds in building maintenance, project coordination, construction and design.

Reports

The committee will provide reports to the community based on need and or in support of the HOA Annual meetings.

Annual Committee Goals

The maintenance committee will establish goals specifying its principal work focus areas for the coming year