

Lake Forest HOA Maintenance Committee Charter

The Board of Directors established the LF HOA Maintenance Committee by unanimous approval on 1.27.2020. The purpose, structure and functions of the Maintenance Committee are detailed below.

1. Membership:
 - a. Volunteer, voting members must be Lake Forest unit owners and approved by the Board (maximum of 10).
 - b. A representative of the HOA's property management company will be a non-voting, ad hoc member of the Committee.
 - c. The Committee Chair shall be an owner designated by the Board.
2. Meetings: at least every other month (in-person or virtual) meetings are required; ad hoc meetings as requested by the Committee Chair or the Board President
3. Roles and Responsibilities:
 - a. General:
 - i. Oversight, guidance and monitoring of the HOA common and limited common elements including but not limited to structures, landscaping, utilities and driveways
 - ii. Committee Accountabilities and Meeting Agendas
 1. Ongoing maintenance issues and routine repair: prioritization and oversight
 2. Routine seasonal maintenance, upkeep and oversight (snow, ice removal and storage)
 3. Regular (e.g., annual or semi-annual) surveys and upkeep of exterior buildings, driveway and structures
 4. Recommendations to the Board for maintenance issues that exceed the routine maintenance scope and/or budget
 - iii. Major maintenance, renovation or improvement projects: study, project bidding and recommendations to the Board
 1. Monitoring and oversight of special projects approved by the Board; performance and progress against project plans
 2. Delegation of oversight, as appropriate, of special projects upon approval of the Board (e.g., delegation to formal subcommittee)
 - iv. Represents the Board in the management and oversight of work performed by contracted maintenance and repair vendors
 - v. The Committee Chair or designee attends and presents the Maintenance Committee report at all Board of Directors meetings
 - vi. The Committee Chair or designee attends and presents the annual Maintenance Committee report at the Annual Owners Meeting.
 - vii. The Site Manager is an ex officio, non-owner, non-voting member of the Maintenance Committee and reports to the Board President or Board Representative.

1. The Site Manager presents the Monthly Site Manager Report and the Repair and Replace Maintenance Task report at the regularly scheduled Maintenance Committee meetings.
 2. The Board Representative, working with the Maintenance Committee, is responsible for the oversight of Site Manager performance and for the annual Site Manager performance evaluation.
- b. Committee Members:
 - i. Each Committee member will be expected to accept work assignments (ad hoc or ongoing)
 - ii. Attendance: members are expected to attend all Committee meetings (virtually or in person). Any member that misses more than 2 consecutive meetings over a 12-month period may be asked to resign
 - iii. All Committee Members must be and remain current with payment of all HOA dues and any Special Assessments
4. Authority:
 - a. On any specific project, the Committee may assist with or direct maintenance budget allocations or changes to maintenance vendor scope of work as long as this activity does not result in budget overages. Any changes in the annual HOA Maintenance budget require Board approval.
 - b. The Committee may bid and negotiate with maintenance vendors and/or for special projects upon approval by the Board.
 - c. The Committee will *not* be responsible for management of invoices from or payment to contracted maintenance vendors.
 - d. The Maintenance Committee, supported by the Site Manager, is responsible for general oversight of contractors and/or vendors performing Board-approved work on the complex. This oversight includes review of ongoing work and the work completed by contractors and/or vendors and for approval recommendations to the Board for payment of their invoices.
 - e. The Maintenance Committee oversees and provides guidance for all HOA landscaping and manages the approval process for unit renovation and improvement.
 - i. From time to time, the work of these Maintenance Committee responsibilities may be delegated to the following ad hoc or Board-designated standing subcommittees:
 1. Landscaping Subcommittee: composed of owners and at least one member of the Maintenance Committee (all members designated by the Board) and is responsible for the oversight of HOA landscaping maintenance and improvements.
 2. Architectural Review Subcommittee: composed of owners and at least one member of the Maintenance Committee (all members designated by the Board); reviews all owner requests for Architectural Improvements and Remodeling.

- ii. If established, these Subcommittees must designate representatives to attend all Maintenance Committee meetings and present project proposals as well as status reports on relevant existing projects and contractor engagements.
- iii. Any projects requiring budgetary approval, including work performed by contractors and/or vendors under the guidance of these Subcommittees (if established) must first be approved by both the Maintenance Committee and the Board.
- iv. Architectural Improvement and Remodeling Request Process.
 - 1. Once a completed Architectural Improvement and Remodeling Request Form is submitted, the Committee or Subcommittee will report its recommendations for project approval, modification or denial to the Board within one month. This recommendation may be submitted for Board approval without a Board meeting.
 - 2. The Committee assumes no responsibility for owner projects, contractor licensing or the quality or timeliness of their contractor's work.

Revised 10.12.2020

Board Approval Date: 10.19.2020