

THE FALLS

MAINTENANCE COMMITTEE POLICY AND GUIDELINES

MISSION: The Maintenance Committee is responsible for the maintenance and improvement of the clubhouse and common areas within The Falls.

COMMITTEE MEMBERSHIP: The committee is comprised of volunteer resident Falls homeowners. It is purposely not limited in number to encourage widespread volunteerism for the various projects the committee undertakes and to gather input from a wide group of homeowners.

The committee meets monthly, usually the first Monday of the month, at the clubhouse. A notice is sent out prior to each meeting inviting any resident homeowner to the meeting. At each meeting current maintenance items are reviewed and approved/disapproved. If the item is minor (generally less than \$300), funding comes from the petty cash fund. If it is major, a request for funding, including any necessary bids/estimates, is sent to the Finance Committee for review and concurrence and subsequently forwarded to The Falls Owners Association (TFOA) Board for approval.

SCOPE OF ACTIVITIES:

Annually: The committee provides line item and budget input to the Finance Committee for projects and routine maintenance deemed necessary for the upcoming year. This is normally done in the fall so the data can be incorporated into the fiscal budget planning process.

Semi-annually: The committee coordinates cleanup efforts for the common areas at the front and rear entrances and around the clubhouse.

Monthly: The committee gathers updated bids/estimates on approved budgeted items and submits them to the Finance Committee/ TFOA Board for expenditure approval. The committee solicits the necessary contract(s) from subcontractor(s) once expenditure has been approved.

As required: The committee oversees the work on major items after contract issuance. All contracts go to the Finance Committee for review (with recommendations if necessary) and to the TFOA Board for final approval. The committee also undertakes most of the minor maintenance items such as replacement of light bulbs, building shelves, A/V equipment upkeep, replenishment of clubhouse supplies, etc.

Clubhouse: The committee provides for daily security checks of the clubhouse by homeowner volunteers.

CURRENT DOCUMENTS: [Clubhouse Security Check Procedure](#)
[Policy and Procedures for Disposal of Reserve Assets](#)

Revision 1

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