

# Buildings and Grounds Committee Charter

## I. Purpose

The primary functions of the Building and Grounds Committee are to improve and maintain Jonathan common properties. The Committee will encourage continuous improvement of all common properties in all neighborhoods.

The role of the Committee is oversight. It is the duty of the Committee to prepare long range plans and present budget requests to the board for Building and Grounds projects. It is the responsibility of the management company to execute, maintain and oversee the projects as approved by the Jonathan Board.

## II. Organization/Quorum

The Building and Grounds Committee will be a standing committee and shall be comprised of several members of the Board of Directors and at least two Jonathan residents. Committee members are to be non-delinquent homeowners and are to be approved by the Board of Directors. If the chair is vacant, the committee chair will default to the highest ranking member of the Executive Committee. A quorum of this committee shall consist of a majority of the committee members.

## III. Term of Office

Committee Members shall serve for one year subject to renewal by mutual agreement of the member and the board.

## IV. Meetings

The Building and Grounds Committee will meet as needed at the mutual agreement of the member and the board.

## V. Responsibilities and Duties

### Chairpersons Responsibility:

- Point of contact for the Committee
- Schedule and organize meetings
- Add or remove committee volunteers as needed
- Report monthly, updates and committee request to the Board of Directors

### Members Responsibilities

- Attend meetings as called by the chair to establish committee quorum
- Provide assistance to the management team as needed
- Carry out the actions of the committee

## VI. Building and Grounds Committee duties, responsibilities and expectations:

1. In conjunction with the management team, the Building and Grounds Committee will formulate a draft of major projected projects for the following year and present it for approval by the Board prior to the annual meeting each year.
2. Building and Grounds will seek approval for all special projects prior to starting the bidding process.

3. Management team will not request bids until a detailed definition of project parameters are defined and understood.
4. Building and Grounds committee will assist the management team in preparing bid documents with task breakdown, and deliverable due dates so all potential bidders will have the same requirements.
5. Building and Grounds Committee will seek the input of the management group but will make the final proposal to the Board.
6. If needed, budget will be provided/allocated by the Board for the design of the project and project management.
7. Management team will provide Building and Grounds committee with the timeline of major projects.
8. Building and Grounds Committee will expect regular status/progress reports from the management team so they can report the progress to the Board of Directors at the monthly meetings.
9. Review and advise the board on special projects and seek approval prior to starting the job.
10. Work directly and closely with the Management team to provide quality service to Jonathan residents.
11. Performs other duties as assigned by the Board.

**Declared Restrictions:**

- **Building and Grounds members will not directly supervise the execution of the projects, but will assist management as requested.**

*Committee Charter is designed to provide structure and outline for the purpose to the committee and its members. The details provided within the charter provide organization and focus to the purpose as approved by the Jonathan Association Board of Directors. The details listed here do not replace or change what is stated in the governing documents for the Jonathan Association. The Board of Directors may change all or any part of the charter with a favorable majority vote of the Board of Directors.*

President, Board of Directors	Date
Vice-President, Board of Directors	Date
Treasurer, Board of Directors	Date
Secretary, Board of Directors	Date
Member, Board of Directors	Date