

## MAINTENANCE COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

### RESPONSIBILITIES – RECREATIONAL FACILITIES OPERATIONS SUBCOMMITTEE

The Sub-Committee shall:

.....develop and review guidelines for the general operation of the clubhouse, the pool, courts, kayak put-in and other recreational facilities of the Community in order to maximize the value of the Community to the lives of its residents and recommend them to the Board of Directors in cooperation with the Managing Agent

.....investigate complaints and concerns of Unit Owners that pertain to the recreational facilities, and work closely with the the Maintenance Committee to resolve all such matters as needed.

.....review, specifications and bids for contracted work on the recreational facilities, and make recommendations to the Maintenance Committee as to which contractor should be approved.

.....prepare annual budget requests and submit them to the Maintenance Committee for inclusion in its budget.

.....prepare reports of the sub-committee's actions, motions, and recommendations so the Chairperson/Board Liaison person can present such reports to Maintenance Committee at its meetings.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the sub-committee, and submit them to the Maintenance Committee for incorporation in its submission to the Newsletter, Website and Community Relations Committee's Board Liaison.

.....notify the Maintenance Committee Chairperson and the Managing Agent at least a week in advance of the date and time of all committee meetings so that the Association Unit Owners can be notified to meet the public meeting requirement. Only emergency meetings or MCA allowed Executive Session meetings are excluded.

.....maintain all applicable records of official committee activities in coordination with the Maintenance Committee.

### ORGANIZATION– RECREATIONAL FACILITIES OPERATIONS SUBCOMMITTEE

The Sub-Committee shall:

.....be represented by its Chairperson or other member of the Sub-Committee at each scheduled Maintenance Committee meeting.

.....consist of at least three (3) Unit Owners. Residents and Tenants may join as non-voting members.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.