

VILLAGES OF BONITA MASTER ASSOCIATION INC.

FACILITIES COMMITTEE

Purpose: The Facilities Committee is established to oversee the maintenance, repair, and improvement of the common areas and facilities within Villages of Bonita Master Association Inc. (HOA). This committee ensures that the community's shared spaces are safe, functional, and aesthetically pleasing, thereby enhancing the quality of life for all residents.

Responsibilities:

1. Maintenance and Oversight:

- Regularly inspect common areas and facilities for maintenance needs.
- Coordinate with Management Company or contractors to ensure timely and quality repairs as needed.
- Develop and maintain a schedule for routine maintenance tasks (e.g., clubhouse cleaning, pool cleaning).
- When feasible, assist in performing routine maintenance tasks (e.g., pool chemical readings, changing time on clocks).
- Coordinate and perform special projects as needed.

2. Improvement Planning:

- Identify and recommend improvements or upgrades to facilities.
- Solicit input from residents regarding desired facility enhancements.
- Develop project plans, including budgets and timelines, for approval by the HOA Board.

3. Budget Management:

- Assist in the preparation of the annual maintenance and improvement budget.
- Monitor expenditures to ensure alignment with the approved budget.
- Seek cost-effective solutions for maintenance and improvement projects.

4. Contractor Coordination and Assistance:

- Assist when asked by the Board or Management Company to identify and evaluate potential contractors for maintenance and improvement projects.
- Assist when asked by the Board or Management Company in obtaining bids and present recommendations to the HOA Board.
- Assist in monitoring contractor performance to ensure adherence to contract terms and quality standards.

5. Policy Development:

- Develop and recommend policies related to the use and maintenance of common areas and facilities.
- Ensure compliance with HOA rules and regulations.
- Communicate policies to residents, guests and address any questions or concerns.

6. Resident Communication:

- Serve as a liaison between residents and the HOA Board regarding facility-related issues.
- Solicit and address resident feedback on common areas and facilities.
- Provide regular updates to residents on maintenance activities and planned improvements.

7. Safety and Compliance:

- Ensure that all facilities comply with relevant safety standards and regulations.
- Address any safety concerns promptly.
- Conduct periodic safety audits and recommend necessary actions.

8. Record Keeping:

- Assist the Management Company and Board in maintaining accurate records of maintenance activities, contractor agreements, and improvement projects.
- Ensure documentation is accessible for review by the HOA Board and residents.

Membership:

- The committee shall have a Chairperson appointed by the HOA Board. The committee will strive to have representation from Bermuda Park, Coach Homes, Villas and Kentwood. The board will appoint a board liaison to assist the committee.
- Members should have a vested interest in the community and a willingness to contribute time and effort.
- Experience in property management, maintenance, or related fields is beneficial but not required.

Meetings:

- The committee shall meet as needed to discuss and review ongoing and upcoming activities.
- If possible meeting minutes shall be recorded and submitted to the HOA Board.

Reporting:

- The committee shall provide regular reports to the HOA Board on maintenance activities, budget status, and project progress.
- An annual report summarizing the year's activities and accomplishments shall be presented to the HOA Board and residents at the Annual Meeting

Term:

- Committee members shall serve for a term of [one year], with the option for reappointment.

By participating in the Facilities Committee, members contribute to the well-being and improvement of the community, ensuring that shared spaces remain enjoyable and well-maintained for all residents.

Approved by the VOB BOD 7-25-24