

Grounds & Building Committee member expectations:

- Attend and prepare for meetings, reviewing material and presenting agreed upon tasks.
- Contribute the hours necessary each month in meeting attendance and follow-up on assigned tasks (after initial set up, anticipate 4 hours/month).
- Agree to keep confidential any information that might be detrimental to an owner.

Liaison to:

- Maintenance Contractors
- Lawn Contractors
 - Lawn
 - Irrigation
 - Gardening Team
- Reserve Improvement Project Contractors
- Maintenance, Housekeeping and Property Manager (to receive updates on new issues, follow up on completed repairs and notification when repair contractors are on site (to inspect, give estimates to common areas, etc.).

Responsibilities of Grounds & Building Committee:

The Building and Grounds committee shall meet on a monthly basis or as needed and is responsible for:

1. Proposing an annual budget that represents the needs of maintaining and improving all property and equipment. Specific line items will be included in anticipation of future replacement or major repair costs to structures and equipment, e.g., such as repairs/replacement to mechanical, plumbing and electrical systems.
2. Monitoring, and administering bicycle and watercraft storage.
3. Monitoring and administering the Parking Program including tracking the use of owner approved spaces by others.
4. Reviewing and approving alteration requests for interior (per condominium documents) or exterior (hurricane shutters, storm doors, windows, sliders, etc.) that requires city permits.

5. Annual inspection and review of conditions of all building exteriors; the tower halls, lobbies and recreation rooms; the pool and restrooms; all grounds and parking areas (or more frequently as necessary).
6. Recommending changes or enhancements/maintenance regarding grounds and structures including but limited to: pool and watercraft tiki coverings/structures, gazebo, pool, spa and deck, seawall, dock and stairs to the water, parking areas, sidewalks, signage, interior and exterior lighting, laundry room, recreation room, elevators and all common areas spaces. Create a calendar to track weekly through annual maintenance and housekeeping contracted duties and a calendar for existing semiannual or annual maintenance performance schedules such as the generator, fuel take, elevator, air conditioning system etc.
7. Creating and maintaining an inventory of all furnishings and equipment. Identifying any missing equipment and identification of replacements/repairs. As equipment is replaced, updating the inventory list to reflect such changes.
8. Creating a hurricane preparedness plan for the Board's consideration.
9. Evaluating building and grounds for enhanced access and mobility for those with impairments.
10. Evaluating repair and maintenance needs and recommending changes or enhancements to building security and security systems including but not limited to fire suppression systems, lighting (both interior and exterior), cameras, door locks.
11. Maintaining a list of Association contractors along with a calendar of contract expirations dates, in collaboration with the presiding Secretary.
12. Reviewing maintenance and repair contracts and providing a recommendation to the Board of Directors during renewal or newly provided service, in collaboration with the presiding Secretary.
13. Developing and drafting maintenance policies, procedures and schedules for approval by the Board of Directors.