

ASSOCIATION OF EDGEWATER LANDING OWNER'S, INC.
FACILITIES COMMITTEE
POLICIES AND PROCEDURES

POLICY: The Committee shall be responsible for the overall maintenance, repair and general upkeep of Association property, facilities and equipment, and shall plan and implement necessary capital improvements. The Committee will coordinate, prioritize and oversee activities of the Management Company maintenance personnel and sub-contractors. The committee will perform an annual review of the Capital Reserve Fund and proposed capital projects with the Treasurer and the Finance Committee as part of the annual budgeting process.

COMMITTEE STRUCTURE: The President of the Board of Directors will, each year, appoint the Chairperson or Co-Chairpersons for the Facilities Committee. The Chairperson(s) will appoint a Chairperson for each of the following five (5) subcommittees. Subcommittee Chairpersons will select members of their subcommittees as necessary.

1. Maintenance – (This committee typically includes the Facilities Committee Chairperson(s) and the Board of Directors Liaison to the Facilities Committee.)
2. Game Courts
3. Lakes
4. Landscaping
5. Natural Areas

GOAL: The goal of the Facilities Committee and Subcommittees is to maintain Association property in a quality manner, safe and fully functional, at minimal cost. Each work request, suggestion for replacement or improvement idea (hereinafter all called requests) will be reviewed by the related committee or subcommittee and maintenance personnel. When appropriate, a separate committee will be formed for the evaluation. The review will focus on the following questions/factors.

- Is the request for a safety concern, needed repair or a desired change/upgrade? If a desire, does the request provide value for a majority of the community?
- What options or alternatives are possible to satisfy the request? Can the request be met by volunteers?
- What is the most cost effective/efficient resolution for the request?

Submitters will be notified of the status of their request – implemented, under review or rejected (with reason).

REPORTING: The subcommittees shall report to the Facilities Committee Chairperson(s). The Facilities Committee Chairperson(s) shall make verbal or written reports of activities worked, completed and proposed to the Board of Directors.

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RESPONSIBILITIES:

1. The Maintenance Subcommittee shall:
 - a. Oversee routine preventive and corrective maintenance of and capital improvements to Association property. Keep an updated listing of periodic/preventive maintenance.
 - b. Review facility deficiencies and work requests with maintenance staff to determine the need for the suggested repair or upgrade, prioritize the repair or upgrade and identify the most efficient method (e.g., time and money, contractor or volunteers) to complete the repair or upgrade
 - c. Assign temporary committees to gather data to assist in deciding the need for, priority of and most efficient/cost effective methods for proposed repair or upgrade.
2. The Game Courts Subcommittee shall:
 - a. Monitor the condition of the tennis, horseshoe, shuffleboard and bocce courts.
 - b. Report repair, maintenance, replacement or upgrade needs to the Maintenance Subcommittee.
 - c. Develop and propose game court maintenance programs and potential projects.
 - d. Schedule repair or upgrade activities, with the Maintenance Subcommittee, to minimize impact on use of the courts.
 - e. Facilitate and oversee contracted court services.
3. The Lakes Subcommittee shall:
 - a. Review regulations governing our lakes and establish relations with regulatory bodies.
 - b. Propose appropriate programs and community regulations for environmentally friendly maintenance of our lakes to the Facilities Committee.
 - c. Develop and provide ongoing education/information programs for residents to maintain interest and encourage cooperation in maintaining our lakes.
4. The Landscaping Subcommittee shall:
 - a. Oversee routine maintenance of Association lawns, plantings and the Boat and RV storage areas.
 - b. Advise the Maintenance Subcommittee of landscaping deficiencies requiring attention.
 - c. Develop and propose a schedule of landscaping maintenance and inspections to ensure an attractive community.

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5. The Natural Areas Subcommittee shall:
 - a. Review regulations governing our wetlands and natural areas and establish relations with regulatory bodies. Act as the primary contact with these regulatory bodies
 - b. Oversee maintenance and rehabilitation of vegetation and paths within Association Property designated as Natural Areas, including the western edge of the river path to the Indian River.
 - c. Recommend inspection and maintenance programs for natural areas to the Maintenance Subcommittee, and oversee performance of the programs. These programs to include vegetation trimming, thinning and planting techniques, and removal of dead material in conformance with governmental and community standards.
 - d. Develop and provide ongoing education/information for residents to maintain interest and encourage cooperation in maintaining our natural areas.

PROCEDURE FOR PROCESSING MAINTENANCE REQUESTS:

1. Requests will be submitted to the Maintenance Office, Front Gate or the Facilities Committee chairperson(s).
 - a. Copies of the Maintenance Request form are available at the Front Gate, in the Library or at the Maintenance Office.
 - b. Requests may be submitted on a Maintenance Request form, email, other written request or by phone call (to the Maintenance Office only).
 - c. All requests should include a description of the requested work, repair or upgrade and the basis for the request.
 - d. All requests must include the requestors name and phone number.
 - e. Maintenance requests NOT related to Association equipment or property will be rejected with justification and a suggestion for appropriate corrective action.
2. Maintenance personnel and the Facilities Committee will review requests for validity and priority. The requestor may be contacted for additional information to complete the review.
 - a. Safety concerns will be addressed as soon as practicable.
 - b. All other requests will be prioritized and scheduled based on priority and other work to be done.
3. Requestors will be notified when work is rejected or scheduled, and completed.
4. Action taken on the request will be recorded along with the name of the person notified.

EDGEWATER LANDING MAINTENANCE REQUEST

Requested By: _____ Phone: _____

Request Date: _____

Description of the requested issue/work: (attach additional pages, drawings, pictures as needed):

Is the Request for: Safety _____ Appearance _____ Change/Upgrade _____

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Date Received: _____ Date Reviewed: _____

Accepted/Rejected: _____ By: _____
(Name)

Action Taken: _____

Requestor Notified: _____ Date: _____