

SADDLEBROOKE VILLAS ASSOCIATION
PAINTING AND EXTERIOR MAINTENANCE COMMITTEE CHARTER

I. COMMITTEE COMPOSITION

- A. The Board shall approve the charter and appoint a chairperson. Homeowners in good standing may volunteer for the committee, and the Board or the Committee Chair may also solicit members.
- B. Committee size shall be at the discretion of the Board and Committee Chair.
- C. Committee shall select a recorder whose duty it shall be to maintain a written record of all meetings of this committee.
- D. The names of the committee members shall be submitted to the Board for its approval.

II. TERM OF OFFICE

The term of office shall be for one (1) year

III. PURPOSE

The Painting and Exterior Maintenance Committee shall schedule and oversee all aspects of the exterior maintenance of all residential units on Villas Lots including: the painting of exterior trim and exterior stucco; the painting and maintenance of other areas as approved by the Board of Directors; the roof maintenance of all residential units on Villas Lots; to monitor the activities of any contractors in coordination with the Villas Association Manager; and to provide recommendations to the Board of Directors on maintenance issues. This Charter is to be read in conjunction with the Committee Guidelines Policy approved by the Board of Directors.

IV. OBJECTIVES/PROCEDURES

OBJECTIVE

Ensure that the exterior painting and roof maintenance of all residential units on Villas Lots is performed on a regularly scheduled basis as approved by the Board of Directors.

PROCEDURES

- A. Schedule and oversee the painting of exterior trim and stucco on all residential units on Villas Lots. Consult with the contractor on the color and brand of paint to be used for the best cost/benefit results. Coordinate with the Community Association Manager to determine original closing dates and establish an optimum time schedule for the painting of exterior trim and stucco for approval by the Board of Directors.
- B. Schedule and oversee the painting of other areas within the Villas including the perimeter walls that surround the Villas Area. Consult with the HOA #2 Facilities, Roads, and Common Areas Committee to coordinate the painting of perimeter walls.
- C. Monitor the activities of the painting contractor in coordination with the Community Association Manager. As needed, prepare a Request for Proposal (RFP) for a painting contractor.
- D. Develop a schedule for routine roof tile maintenance on residential units for approval by the Board, in consultation with SaddleBrooke Construction Company and the Community Association Manager.
- E. Develop a schedule for the coating of patio roofs that contain asphalt shingles for approval by the Board, in consultation with SaddleBrook Construction Company and the Community Association Manager.
- F. Prepare a Request for Proposal (RFP) as needed for a roofing contractor to perform the scheduled maintenance on the roofs of residential units.
- G. Respond to Service Requests from homeowners regarding exterior maintenance, in coordination with the Community Association Manager.
- H. Provide recommendations to the Villas Association Board of Directors for any changes/improvements to painting, roof maintenance, and other maintenance issues that affects the Villas Area.
- I. Provide a budget request annually to the Finance Committee for review and approval by the Board.
- J. Undertake Special Assignments as directed by the Board.

V. REPORTING STRUCTURE

The committee reports directly to the Board of Directors

VI. ADDITIONAL PARAMETERS

The committee must comply with all governing documents and legal requirements.

Revised by the Board of Directors on _____

Approved by the Villas Association Board of Directors on 9/26/2005