

**DOCKSIDE CONDOMINIUM
OWNERS ASSOCIATION**

**MAINTENANCE COMMITTEE CHARTER
As of 20 Aug 09**

WHEREAS, Article III (A), Section 1 of the Dockside Condominium Owners Association Bylaws provides that “the affairs of the Association shall be managed by a Board of Directors;”

WHEREAS, Article III of the Bylaws provides that the Board of Directors shall have all of the powers and duties necessary for the administration of the Association’s affairs.

WHEREAS, Article IV Section One of the Bylaws states that the Board may appoint “committees as deemed appropriate in carrying out its purposes”. Each committee shall be composed and shall operate in accordance with the terms of the resolution of the Board of Directors designating the committee, that unless otherwise provided in the resolution, the members of a committee shall be appointed or approved by the Board and shall serve at the pleasure of the Board, and that any committee member may be removed by a majority of the members of the Board, with or without cause, at any time, and with or without a successor being named;

WHEREAS, the Board of Directors deems it necessary and desirable and in the interest of the individual lot owners and the Association to establish a committee to advise and assist the Board in the operation, care, upkeep, and maintenance of all buildings and recreational areas, and related equipment, owned or to be owned by the Association;

NOW, THEREFORE, THE BOARD OF DIRECTORS RESOLVES THAT a Maintenance Committee be established, having the following terms of reference:

I. RESPONSIBILITY.

The Maintenance Committee shall serve at the pleasure of the Board of Directors. Article IV Section One (b) states that the primary purpose of the Maintenance Committee is “to advise the Board on all matters pertaining to the maintenance, repair or improvement of the property, and shall perform such other functions as the Board in its discretion determines”, including:

- a. Providing recommendations about the need for, estimated cost of, and the timing of, new facilities based on an evaluation of the future ongoing maintenance costs and resident usage.
- b. Providing recommendations about maintenance and repair for the existing buildings and recreational facilities. Annually, in conjunction with the Management Agent, conduct a physical inspection of buildings and facilities owned by the Association. Verify that existing facilities are identified and properly planned for in the Association’s replacement reserve study.
- c. Providing recommendations about the operation, maintenance, and security of equipment (pool equipment, lawn mower, power washer, etc.) at facilities with the intent of

maximizing utility, improving service life, and reducing operating costs. Establish the ownership of, and inventory all related portable equipment at Association facilities.

- d. The Committee shall perform such other tasks as may be assigned from time to time by the Board.

II. MANNER OF ORGANIZATION.

A. Membership:

1. The Maintenance Committee shall consist of at least three (3) members approved and appointed by the Board of Directors. The Committee Chair should recruit and nominate prospective members for appointment by the Board. For the purpose of conducting its business, a simple majority of members shall constitute a quorum.
2. The Committee shall use "Robert's Rules of Order" as the governing rules and guidelines for its meetings. This shall include voting procedures within the committee if and when such votes are necessary in the normal course of the execution of the committee's duties.
3. Committee members shall be Unit Owners, or spouses of Unit Owners, Mortgagees or designees of the Declarant; however, they may not be members or spouses of current members of the Association's Board of Directors. A current DCOA Board member will be an ex-officio, non-voting member and will act as the Board's advisor to the Committee.
4. Members of the Board of Directors shall be informed of scheduled committee meetings and may attend and participate in the meetings of the Committee but may not vote on any motion before the Committee.

II. Terms:

1. The Committee members shall normally serve a term of one (1) year which will begin when appointed and may be appointed to consecutive terms without term limits.
2. The Chair shall be a member of the Committee, shall be appointed/approved annually by the Board of Directors and shall serve no more than two (2) consecutive years in that position. The committee should designate a Vice Chair and although meetings without the presence of the Chair are not anticipated if such an occasion occurs the Vice Chair shall lead the meeting.
3. The Board may remove a member of the committee, with or without cause. Vacancies may be filled by appointment or approval of the Board.

III. MANNER OF OPERATION.

The Maintenance Committee shall conduct its business in the best interest of the Association and in accordance with this Charter, the Association's Declaration, Bylaws and Rules and Regulations. However, any recommendation to the Board shall be forwarded only when a quorum is present. The Committee will take no action on behalf of the Association without the prior authorization of the Board of Directors as reflected in the Association's minutes.

A. Function of the Chair:

1. Coordinate all committee activities and preside at all committee meetings.

2. Prepare required reports to the Board.
3. Represent the committee to the Board.
4. Prepare recommendations on annual landscaping budget proposals and submit same to the Board and Management Agent.
5. Actively review ongoing maintenance issues and bring them to the attention of the board.

B. Meetings:

1. The committee will meet as often as deemed necessary by the Chair and at least quarterly with notice to all members and the Board of Directors.
2. The committee will determine its own meeting agenda.
3. Except as provided in the Code of Virginia for convening in executive session, all meetings shall be open to all members of the Association. Notice of each meeting shall be provided to the Management Agent in time for publication to the membership. At least one copy of the agenda and any supporting material shall be made available for inspection by the membership at each meeting of the committee.

C. Reporting:

1. The Committee will provide reports, as requested, summarizing its activity to the Board of Directors.
2. The Maintenance Committee Chair will designate a recorder from among the committee members. The recorder or interim recorder shall prepare and submit through the Chair written minutes of all Committee meetings. The Recorder shall be responsible for maintaining committee records, minutes of meetings, and assisting the Chair in preparing reports to the Board of Directors as needed. Copies of all meeting minutes will be provided to the Management Agent and Board of Directors if requested.



Joe Siematkowski, President DCOA

20 AUG 09

Date Accepted