

# *VIVIENDA WEST CONDOMINIUM ASSOCIATION*

699 Vivienda West Boulevard, Venice, FL 34293

## **COMMITTEE SCOPE OF RESPONSIBILITIES - 2017**

1. Building, Roads & Drainage Committee – John Hammond
2. Pool Committee – Bob Ward
3. Lawn, Landscape, Fertilizer, Weed and Pest Control Committee – Ben Courant
4. Irrigation Committee – John Hammond
5. Lighting Committee – Frank Laperriere

A chairperson for each of the above committees is appointed by the Board President. The chairperson will act as the point of contact (liaison) to the Association. The committee chairperson will be responsible for reporting on the business of the committee at regularly scheduled meetings. Written reports from committees will be recorded with the minutes of the meetings when available. The scope of responsibility for each of the above committees is defined in this document. It is the responsibility of the committee chairperson in concert with committee members to affect the scope of responsibility of their respective committee and to work effectively with the management company to achieve this scope of responsibility. It is the responsibility of committee members to work in cooperation with the chairperson and report to the chairperson to achieve the committee's charged scope of responsibility. A committee shall take no action that represents a legal or financial binding action to the Association without Board approval.

From time to time special committees that span the responsibilities of the above standard committees may be set up by the Board to address special Association needs. This may include, but is not limited to, preparation of contracts for services, oversight of the execution of such contracts as so charged by the Board, and new member/lease application review.

### **1. BUILDING, ROADS & DRAINAGE COMMITTEE (JOHN HAMMOND)**

- a. Work in cooperation with the property management company and the Board to oversee the maintenance of the building units and roads within the Vivienda West Condo Association (VWCA) to assure that the building and road structure is solid and appropriate in appearance.
- b. Inspect the common roads/driveways within the Association annually to identify needed repairs and maintenance.
- c. Make recommendations to the Board concerning building and road maintenance needs, including cost estimates for any needed maintenance or repairs.
- d. Conduct inspections of the exterior of all unit buildings, Association buildings and structures, including walls, windows and roofs, doors, gutters, mailbox stanchions, sign posts, electrical grounds and services, and ground sump pump stations installed to prevent building flooding for appropriate operation where they exist.
- e. Identify any repairs needed to be made by the Association and/or by the unit owner.
- f. Identify any deviations in a unit building that does not conform to the official documents of the Association.
- g. Fully understand the terms and conditions of any ongoing service contracts the Association may have for the maintenance and caring of the building and roads within the Association.

- h. When solicited by the Board, review unit owner requests for building modifications and make timely recommendations to the Board for their action on such requests.
- i. As needed, work with contractors to ensure contracted repair work is completed in a timely fashion and with expected quality.
- j. When requested by the Board, work with contractors in the development of necessary specifications for major building or road upgrade projects or for yearly maintenance contracts required.
- k. Provide cost estimates for maintenance of buildings and roads within the responsible scope of this committee for the yearly operational and out year reserve budget projections.

**2. POOL COMMITTEE (BOB WARD)**

- a. Develop an understanding of the functional operation of the Association's pool facility.
- b. Work in cooperation with the property management company, the Board, county/state pool inspectors and service contractor to inspect, oversee and assure the proper operation and maintenance of the community pool facility, this includes but is not limited to, the pool house, pump room, pool heater, pool lighting, pool deck, deck furniture and associated pool service equipment.
- c. Understand the terms and conditions of the pool service contract and requirements for safe pool operation within county requirements.
- d. Ensure that the pool facility is maintained in good operating condition by monitoring the service contract for proper execution.
- e. Report to the Board any issues with the pool service contract or contractor.
- f. Identify to the Board, for action, any costs required or desired to maintain the pool facility in good operational condition and appearance and for safe functional use.
- g. Work to keep the pool facility clean, safe and in good appearance in conformance with state and county regulations.
- h. Facilitate the use of a solar pool cover when in use.
- i. As needed, work with potential contractors and the Board to develop specifications for major pool maintenance contracts and for pool upgrade projects. With Board's direction and approval, oversee proper implementation of such contracts and projects.
- j. Provide cost estimates for overall maintenance of the pool facility within the responsible scope of this committee for yearly operational and reserve budget projections.

**3. LAWN, LANDSCAPING, FERTILIZER, WEED, AND PEST CONTROL COMMITTEE (BEN COURANT)**

- a. Work in cooperation with the property management company and the Board to oversee the maintenance of the lawns and grounds within the Vivienda West Condo Association. This includes, but is not limited to, monitoring and inspecting the common grounds of the Association, fully understanding the terms and conditions of the Association's lawn and grounds maintenance contracts including associated fertilization, weed and pest control, and monitoring the execution of these contracts in accordance with its terms and conditions.
- b. Report to the Board any issues with a service provider and/or their execution of the contract.
- c. Inspect unit landscaping and report any improperly maintained unit landscaping to the Board and identify action plans required.

- d. Make recommendations to the Board including estimated costs for special common ground landscaping needs, i.e. plant removals or additions, and annual mulching of common areas.
- e. As needed, work with potential contractors and the Board to develop specifications for needed long-term lawn and ground maintenance services.
- f. Review unit owner landscaping requests and make timely recommendations to the Board for their action on such requests.
- g. Identify costs for all maintenance needed within the responsible scope of this committee for the yearly operational and reserve budget projections.
- h. Partner with the Irrigation Committee to achieve a vibrant and healthy landscape.

4. **IRRIGATION COMMITTEE (JOHN HAMMOND)**

- a. Develop an understanding of the functional operation and components of the irrigation system of the Association, this includes but is not limited to, components such as the holding tanks, irrigation lines, irrigation pump system, zone clocks, and master clock.
- b. Work in cooperation with the property management company, committee members and the Board to oversee the irrigation needs of the Vivienda West Condo Association.
- c. Work to ensure the maintenance contract for the irrigation system is appropriately executed and the irrigation system operates properly.
- d. As needed, work with potential contractors and the Board to develop specifications for needed long term irrigation maintenance services.
- e. Identify to the Board for action any costs the Association may incur in the course of maintaining the irrigation system.
- f. Make recommendations to the Board concerning irrigation needs, including cost estimates for any anticipated operational maintenance needed.
- g. Identify costs for all anticipated maintenance needed within the responsible scope of this committee for yearly operational and reserve budget projections.
- h. Partner with the Lawn, Landscape, and Weed/Pest Control Committee to achieve a vibrant and healthy landscape.

5. **LIGHTING COMMITTEE (FRANK LAPERRIERE)**

- a. Inspect and maintain the lighting of the common grounds of the Vivienda West Condo Association including, but not limited to, entry pole lights, lamp post lights, electric eyes, signage lights, pool house lights, flag lights, etc.
- b. Ensure lighting within the Association is in conformance with established Association norms.
- c. Make recommendations to the Board concerning lighting needs and associated costs.
- d. Oversee the replacement and repair of common ground lighting as needed in a timely fashion; this includes overseeing approved contracted services for such repairs.
- e. Identify to the Board any service contracts needed and associated costs.
- f. Make recommendations to the Board concerning lighting needs and associated costs, including cost estimates for any anticipated operational maintenance needed for yearly operational budget projections.