

Talcott Woods Owners Association, Inc.
Rye Brook, NY 10573
Maintenance Committee Job Description
September 25, 2012

Maintenance Committee

The Maintenance Committee is a standing committee of the Association in accordance with Article VII, Section 702 of the By-Laws, and is appointed annually.

Purpose and Role

- To maintain and enhance the natural beauty of all properties in Talcott Woods through the employment, oversight and management of landscaping services that conduct year-round maintenance.

Composition

- The Maintenance Committee will be composed of at least 3 members with its chair a member of the Board of Directors¹
- Members of the committee should have expertise or experience with landscaping. In addition they should have experience in dealing with landscaping vendors, developing Requests for Proposals, and pricing of services.

Functions

- To determine the full scope of services required to fulfill the mission of the committee.
- To seek out and employ highly experienced and knowledgeable vendors. Each vendor must have a detailed contract and insurance to protect Talcott Association and its Owners. All contracts are subject to the approval of the Board of Directors and must be signed by the President of the Association.
- To require vendors to develop written plans within the budget allocated for the services. These plans must be shared with the Board of Directors on a regular basis.
- To require vendors to do regular inspections of the property, provide recommendations to ensure safety of residents, prevent problems from arising, and provide plans and advice as to how to ameliorate potential problems.
- To insure that a principal in the company is always present to supervise the workers assigned to work in Talcott.

- To insure that all employees of vendors have identifiable uniforms so that members of the community can recognize the workers as approved Talcott workers.
- To provide periodic reports to the community as to the work being performed in Talcott and to assist Owners in developing and understanding the nature, frequency and extent of all services.
- To develop written information for Owners regarding the vendors employed, the work to be performed by each vendor, and the work that has been accomplished.
- To insure that the Communications and Website Committee provides notice to Owners prior to the use of chemical applications. If there are specific warnings or instructions, they must be included and highlighted in communications to Owners.
- Safety is the highest priority and courtesy and cooperation are essential for the continuation of vendor services in Talcott.

Financial Authority

- The regular financial authority of the Maintenance Committee includes the expenditure approval of funds in accordance with properly executed contracts.
- In the event of an emergency or safety concern such as storm damage or trees in danger of falling, the committee may act to eliminate the danger and reduce the effects of the emergency. However, the Board must be immediately informed of the planned actions.

ⁱ In accordance with the By-Laws of the Association, the Board of Directors appointed the Maintenance Committee as a standing committee, with at least three members, one of whom is a member of the Board of Directors. The authority of this committee has been set by the Board and is specified within this committee job description, and is within the proper scope of the authority of a Standing Committee.