

SONATA MAINTENANCE ASSOCIATION (SMA)
Facilities/Landscape Chairperson Responsibilities and Duties
12 November 2009

The Sonata Maintenance Association (SMA) Facilities/Landscape Chairperson is responsible for and has been given the authority to plan and execute the administration and subcontract management of contractors, vendors, and suppliers for the SMA Board of Directors (Board). The Facilities/Landscape Chairperson shall have the following duties and responsibilities:

- Select other SMA Association members to serve on the committee. The committee shall not exceed 3 members excluding the President as an ex-officio member. The composition of the committee shall be subject to the approval of the Board.
- Manage the expenses and the budget as they pertain to the following facilities: tennis courts (includes fencing, windscreens, lights, nets, benches, gates, and court signs); tennis court parking lot (includes steps and walkway from lot to courts, parking lot lights, parking lot gate); monuments (lower and upper), and monument lights.
- Manage the expenses and the budget as they pertain to all landscaping (grass, trees, bushes, flowers, water, etc.), its related infrastructure (irrigation equipment including valves, controllers, sprinklers, etc.) and specified brow ditches.
- Request approval from the Board on any jobs or special projects that are to be paid for out of reserves or that are not covered by regular repairs and maintenance and landscaping operating line items. Any such requests must be submitted to the Management Company in accordance with its requirements for issuing the Board packet prior to the regular Board meeting.
- Verify that all potential contractors, vendors, and suppliers hold the required current licenses, insurance and permits to perform contractual work as required by the Board.
- Provide for necessary work plans, proper bids/quotes, and assure release of work orders.
- The Facilities and Landscape Chairperson has the authority to implement work up to \$500 per month for specific jobs or projects without Board approval. This authority shall not relieve the chairperson from the responsibility of staying within the budget for the fiscal year. The Facilities and Landscape Chairperson also has the authority to order work in an emergency or immediate need circumstance. Such emergency work must be reported to the Board President as soon as possible. The Board President will then alert all other Board members
- Define and establish management/control systems, processes and record keeping systems. These systems and processes shall be approved by the Board.
- Support the development of the landscape management and facilities repairs & maintenance budget and their individual expense requirements.
- Provide a facilities/landscape report at each regular Board meeting.