

Shore Mariner Condominium Association Committee Charter

BUILDING COMMITTEE

Purpose

The Building Committee shall assist the Board of Directors regarding the issues listed under Responsibilities below.

Appointment and Removal

Committees may be formed upon approval by a majority of the Board at a duly-noticed Board meeting. The Board President will appoint the Committee Chair, and the Committee Chair shall appoint the remaining members of the committee, subject to confirmation by the Board President. All committee members will serve a term of one year, unless otherwise determined by the Board President. The Committee Chair may replace a committee member at their discretion. The Board President may replace the Committee Chair at their discretion. The Committee shall have a minimum of 5 members and a maximum of 20 members. The Committee shall be comprised only of Association Members or Board Members.

Authority

The Committee has no expressed or implied power or authority to act on behalf of the Board of Directors or the Association other than performing the duties and responsibilities outlined below. All final decisions based on the Committee's recommendations shall be made by the Board at a duly-noticed Board meeting.

Responsibilities

The Committee shall have the following duties and responsibilities, which shall be subject to change by the Board President or his/her designee:

- Advise Treasurer of purchases under \$500.
- Request Board approval for purchases above \$500.

Building Issues

1. Fire Alarm System Maintenance and Inspections
2. Elevators Maintenance & Repairs for Dependability
3. Roof annual inspection
4. Pool Cleaning and maintenance
5. Utility Cost Reduction
6. Normal Building Maintenance, Operation and Cleaning
9. Building Access Locks/Keys/CCTV

10. Stairwell Interiors cleaning and painting
11. Walkway cleaning/sealing
12. Cast Iron Piping Issue
13. Amazon, Fed-Ex etc., Delivery services access
14. Building Operation Manual
15. Spectrum account service and negotiation
16. Deferred work from concrete project

Meetings

The Committee will meet monthly, unless otherwise specified by the Board President. A majority of the Committee members shall constitute a quorum, and a quorum of the Committee shall be required to conduct a meeting. Committee meetings shall be posted with at least 48-hours' notice in the same manner as a Board meeting, and shall be open to the members to attend. The Committee chair will keep a copy of the Committee meeting minutes and forward a copy to the Board Secretary within 72 hours of each Committee meeting. The Committee chair may invite any director, officer, staff member, expert or other advisor who isn't a member of the Committee to attend, but these individuals have no voting power.

Committee chair: Dan Wise

Committee members: Jim Cooper, George Neuhaus, Mike Pearl, Suzanne Hancock, Dave Palma, Pat Stagmer, Ed Grain, Bill Hayhurst, Suzanne Varley

The Committee will review its charter at least biannually and recommend any proposed changes to the Board President for review.

This charter was written by Dan Greenberg, Esq. and approved by the Board on

Board President

