

# NEW HORIZONS SOUTH BAY ASSOCIATION

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## CHARTER

### BUILDINGS & POOLS

#### PURPOSE:

To provide direction and overall coordination of maintenance efforts relative to all facilities of the NHSBA Common Areas including the direction of the contracted work force and NHSBA employees.

#### ORGANIZATION:

The committee is comprised of New Horizons residents, the goal shall be to have at least two representatives from each of the six established areas of the condominium. The Chairman is an elected member of the Board of Governors assisted by:

1. Deputy-chairman or Vice-Chairman
2. Secretary
3. Newsletter Correspondent

#### RESPONSIBILITY:

##### 1. Committee Chairman

- a. Conducts annual employee evaluations of each Buildings & Pools crewman.
- b. Recommends merit increases per established procedures.
- c. Consults with the executive officers regarding hiring/firing of employees per established procedures.
- d. Reviews established Charter for Committee Chairman and proceeds accordingly.
- e. Solicits volunteer committee representatives.
- f. Presides at all committee meetings and represents the Committee at the Board of Governors' meetings.
- g. Directs the Buildings & Pools Maintenance operation.
- h. Coordinates Buildings & Pools personnel efforts with the Chairmen of Grounds Maintenance and Clubhouses Committees to assure an orderly working relationship between committees, avoiding predictable problem areas, duplication of work effort and unnecessary expenditure of funds.
- i. Responds to Work Request Forms.

##### 2. Deputy-chairman or Vice-Chairman

- a. Acts for the Committee Chairman in his absence.
- b. May perform all functions for the Chairman except to make a motion or to vote on matters being considered by the Board of Governors.

##### 3. Secretary -

- a. Takes and prepares the minutes of the committee meetings. Minutes are submitted to the Committee Chairman for review and use in preparing monthly reports to the Board of Governors.
- b. Submits the committee member list, committee officer list and the minutes of each regular meeting to the Secretary of the Board of Governors

##### 4. Newsletter Correspondent

Reports Committee actions, events or information items for the New Horizons Newsletter.

##### 5. Committee Members

Are responsible for attending committee meetings and assisting the Chairman in accomplishing the objectives and responsibilities of the Committee.

## Condominium Common Area Facilities

1. **Definitions** as they pertain to this committee's responsibilities:
  - a. Buildings, building structures (walls, ceilings, roofs, foundations) and permanently attached fixtures.
  - b. Exterior of all residential buildings.
  - c. Interior and exterior of garages.
  - d. Swimming pools, spa and lagoon.
  - e. Electrical equipment and lighting.
  - f. Plumbing other than the sprinkler system.
  - g. All fences.
  - h. All walkways.
2. Excluded are interiors of residential buildings. (Reference: CC&R Article I)

### PRINCIPAL FUNCTIONS:

- a. Directs the efforts of contracted and condominium Buildings & Pools maintenance personnel.
- b. Contacts the property superintendent each morning to establish schedule for daily workload.
- c. Performs scheduled preventative maintenance functions to assure maximum useful life expectancy of facilities commensurate with the most economical cost of operations.
- d. Performs unscheduled maintenance to satisfy the immediate problem.
- e. Maintains and repairs fire extinguishers annually or as required.
- f. Maintains inventory records of materials and equipment under committee's jurisdiction.
- g. Provides sewer clean-out service when stoppage occurs in exterior (common area) plumbing.
- h. Solicits and utilizes committee volunteers to perform weekly lighting inspections of walkways, garages, golf course and other common area facilities.
- i. Prepares and submits the annual budget for the Buildings & Pools maintenance operations on forms and instructions furnished by the Treasurer.

### ADJUSTMENTS TO THE APPROVED MONTHLY EXPENDITURES:

1. The Chairman of Buildings & Pools is authorized to spend up to \$1000 for emergency items or services. Such expenditures are to be immediately reported to the Treasurer for preparation of a motion for funding.
2. Any anticipated expenditures that exceed the authorized monthly budgeted dollars is to be reported to the Treasurer for action.
3. Any new contract, extensions of existing contracts, or non-budgeted items or services must be submitted to the Treasurer for presentation to the Board of Governors.
4. The Chairman must obtain three (3) bids for new contracts or extension of existing contracts and follow the specified Contracts & Vendors Procedures for the acquisition of materials and services.

*It is mandatory* that all Funded Committees clear with the Treasurer and the Board of Governors any transfer of budgeted funds to non-budgeted use, as well as the disposal or transfer of Association funds or equipment.