

# Grand Park North Homeowners Association

---

## Common Areas Maintenance Advisory Committee Charter

### Purpose

The Common Areas Maintenance Advisory Committee ("Committee") is established to oversee, recommend, and assist in the maintenance, care, and improvement of all common areas within the Grand Park North community. The Committee will ensure that common spaces are maintained to a standard that supports property values, enhances the aesthetic appeal of the community, and promotes safety and enjoyment for all residents.

### Authority

The Committee operates under the authority of the Grand Park North Homeowners Association Board of Directors ("Board"). It acts in an advisory capacity and must seek Board approval for any expenditures, contracts, or material changes to common areas.

### Responsibilities

- Regularly inspect all common areas, including landscaping, signage, irrigation systems, playgrounds, paths, ponds, and other shared amenities.
- Report maintenance issues to the Board and recommend repairs, replacements, or improvements.
- Obtain and review bids and proposals from vendors and contractors for maintenance and improvements.
- Assist in monitoring performance of service providers contracted by the Association.
- Recommend annual and long-term budgets for maintenance and improvements of the common areas.
- Promote community pride and encourage resident involvement in maintaining a clean and attractive environment.

### Membership

- The Committee shall consist of at least three (3) and no more than seven (7) members, all of whom must be members in good standing of the Grand Park North HOA.
- Committee members shall be appointed by the Board.

- A Chairperson shall be appointed by the Board or elected by the Committee members, subject to Board approval.
- Committee members serve at the pleasure of the Board and may be removed by the Board at any time.

### Meetings

- The Committee shall meet as needed but no less than quarterly.
- Meeting notices shall be posted in accordance with HOA guidelines.
- A majority of the Committee members shall constitute a quorum.
- Meeting minutes shall be maintained and submitted to the Board.

### Limitations

- The Committee has no independent authority to bind the Association, enter contracts, or expend Association funds without prior Board approval.
- The Committee shall not direct or supervise Association employees, contractors, or vendors, except as specifically authorized by the Board.

### Reporting

- The Committee shall report to the Board at least quarterly and provide updates on inspections, maintenance needs, completed projects, and recommendations.
- The Chairperson, or their designee, will serve as the liaison between the Committee and the Board.

### Amendments

This Charter may be amended or repealed at any time by a majority vote of the Board of Directors.