**The Marshall Townhouses Association, Inc.**

**The Maintenance Committee Charter**

Mission Statement**: The Maintenance Committee serves on behalf of the property owners of Marshall Townhouses to assist the Community Manager and the Board of Directors of our Association by researching, proposing and suggesting ways to continuously preserve, maintain and enhance the natural high-quality beauty of Marshall Townhouses for our property owners’ enjoyment.**

Membership: **The Committee shall consist of up to six persons, one Chairperson and five members. Membership on the Committee shall be limited to owners who are in good standing with the Association and their assessments. Committee members are appointed by the Board of Directors for a one year term. Committee members may be replaced at the discretion of the Board of Directors. Chairmanship may be appointed by the Board of Directors or elected by majority vote within the Committee and approved by the Board of Directors.**

**Committee's Purpose:** The Committee shall act to provide organized volunteer efforts with the Community's overall Landscaping aesthetics appearance and Maintenance preservation throughout the Community. The committee has the responsibility to advise and support the Community in the preservation and enhancement the landscaped of environment provided by the developer. This will be accomplished by but not limited to the following actions:

* **The committee shall hold at a minimum of one quarterly meeting to address and report any landscape issues. A quarterly summary of these meetings will be provided to the Community Manager to include any monthly reports.**
* **Physical inspections of the common property on a monthly basis to identify potential problems. Submit recommendations to Community Manager for corrective action on inspection report.**
* **Gather and maintain records such as photos, dates, and all other necessary documentation regarding the upkeep and improvement of the property**
* **Checking behind vendors and/or contractors and ensuring the jobs are being executed properly and documenting when they are not in a report to the Community Manager.**
* **Perform physical inspection of common areas on a quarterly basis and do, at minimum, the picking up of trash and debris that has collected.**
* **Review of homeowner complaints *(regarding the communities’ common areas).* Make suggestions to the Community Manager and the Board.**
* **Committee may review the annual budget and at the request of the Board may provide recommendations or suggestions to the annual budgetary reserves.**

**Removal and Dissolution:** The Board of Directors may remove any committee member, including the Chairperson, at any time, without cause. Such removal may be immediate, at the Board's sole discretion. The Board of Directors may disband this committee at any time, with or without cause. The committee may make recommendations to the Board of Directors regarding removal of committee members. A committee member may be removed, upon written notice from the committee Chairperson to the Board of Directors for failure to attend three consecutive meetings without notice or explanation.