

Chapter 12 – Section 12.03

Buildings and Grounds Committee

Policy: The Rotonda West Association is authorized by Florida Statutes 720 and 617 to organize according to the needs of the Association. The RWA By-Laws, in Article II, Section 10, allow the Board of Directors to establish committees in order to facilitate the overall operations of the Association.

The Buildings and Grounds is the combination of two Committees formerly known as the Properties and the Beautification Committees. The Buildings and Grounds Committee is hereby authorized as a Non-Required Standing Operating Committee according to the Rotonda West Association's Policy for Committees, Section 12.0, to carry out the purposes stated in the Charter below. The Committee is also authorized to make recommendations to the Board of Directors as may reasonably be necessary to advance the interests of the RWA. The Board of Directors has the option of modifying the Committee's Charter at any time.

Charter: As authorized by Florida Statutes, the Association's By-Laws and the Board of Directors, the Buildings and Grounds Committee is responsible for the following functions and actions and the scope of these responsibilities shall extend to any and all areas of the Rotonda West Association that involve common areas, all Association tangible fixed and mobile assets as well as those items necessary to maintain the life, usefulness, and attractiveness of the property areas and the Association's assets. The Buildings and Grounds Committee shall make factual investigations and make recommendations with respect to the purchase, maintenance, sale and other disposition of Association property, as well as recommendations with respect to beautification issues of that property in carrying out the following:

- 12.03.01 - Assisting the Manager and staff in maintaining an up-to-date inventory of all Rotonda West Association property;
- 12.03.02 - Assisting in evaluating the Association's property;
- 12.03.03 - Assisting the Board of Directors in receiving community input concerning Rotonda West Association property;
- 12.03.04 - Assisting the Manager and staff in developing bid specifications relating to Rotonda West Association property;

- 12.03.05 - Assisting in the evaluation of submitted proposals and cost bids;
- 12.03.06 - Monitoring plant health and the maintenance of landscaped common areas;
- 12.03.07 - Assisting the Manager in monitoring mowing and community maintenance;
- 12.03.08 - Proposing new and novel ways to enhance the beauty, look, and feel of our community as directed by the Board of Directors; and
- 12.03.09 – Proposing our Reserve requirements for future projects to the Board of Directors.

PROCEDURES:

12.03.01(a) – MAINTAINING AN UP-TO-DATE INVENTORY

Working with the Manager, the Building & Grounds Committee will conduct at least an annual inventory of all Rotonda West Association, Inc. fixed and mobile property, updating the inventory from that previously recorded. Where appropriate, the inventory may also include photographs of the property.

12.03.02(a) – EVALUATING THE ASSOCIATION’S PROPERTIES

After meeting with the for Manager, the Buildings and Grounds Committee will provide to the Board of Directors, as necessary and appropriate but at least annually, a written evaluation of the condition and readiness of all items on the property inventory and then make recommendations to the Board for needed repairs, refurbishing and/or other actions as may be advisable. Such evaluation may also include obtaining a current estimated market value and/or current or future potential utilization.

12.03.03(a) – RECEIVING COMMUNITY INPUT

During meetings of the Committee and from letters and other sources, the Buildings and Grounds Committee may receive and consider input from Association members on their concerns, likes and dislikes, and other opinions relating to Rotonda West Association property and may make a report with recommendations from such input to the Board of Directors.

12.03.04(a) – ASSIST IN DEVELOPING BID SPECIFICATIONS

Drawing on the expertise of professionals, relevant documentation and any other source materials, the Buildings and Grounds Committee will meet to help develop any appropriate specifications for procuring

RWA property requiring a bidding process, as well as for selling, repairing, and/or refurbishing and of the Association's property.

12.03.05(a) – ASSIST IN EVALUATING SUBMITTED BIDS

The Buildings and Grounds Committee will meet to review all submitted bid proposals for the purchasing, repairing, refurbishing and/or selling of RWA property and, as appropriate, make specific recommendations to the Board of Directors for the awarding of contracts from such evaluations.

**12.03.06(a) – MONITORING PLANT HEALTH AND
MAINTENANCE OF LANDSCAPED COMMON
AREAS**

The members of the Buildings and Grounds Committee will periodically assess all landscaped common areas for the sole purpose of maintaining those areas.

**12.03.07(a) – ASSIST IN MONITORING MOWING
AND COMMUNITY MAINTENANCE**

The members of the Buildings and Grounds Committee, working with the RWA Manager, will assess and monitor the mowing and maintenance of the community.

**12.03.08(a) – PROPOSING NEW AND NOVEL WAYS TO
ENHANCE THE BEAUTY, LOOK AND FEEL OF
OUR COMMUNITY AS DIRECTED BY THE BOARD
OF DIRECTORS**

The members of the Buildings and Grounds Committee will meet monthly to propose new ideas to the Board of Directors to enhance and beautify the community.

**12.03.09(a) – PROPOSE TO THE BUDGET & FINANCE
COMMITTEE OUR RESERVE REQUIREMENTS FOR
FUTURE PROJECTS**

The members of the Buildings and Grounds Committee will propose estimated money needed for future projects to the Budget & Finance Committee.

Committee Authorization Resolution Follows

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