Oceanside Community Association
Facilities Maintenance & Reserve Committee Charter

September 27, 2016

Purpose:
To serve at the pleasure of the Oceanside Community Association (OCA) Board of Directors (the Board), and coordinate with the Community Manager (Manager), in the shared oversight and management of all aspects of the Facilities Maintenance & Reserve Committee's (FMARC) responsibilities throughout the OCA community. The scope includes: (1) monitoring the external appearance and integrity of common areas and OCA buildings; (2) maintaining and enhancing the community property facilities; and (3) reviewing and inspecting reserve line items and advising if action is needed.

Organization:
The Board will appoint a resident homeowner as chairperson and a Board director as liaison to the committee. Additional members may be either homeowners or tenants. Any committee member may be removed by approval of the Board or a designated executive committee.

Responsibilities:
Hold regularly scheduled monthly meetings open to all residents and presided over by the chair person or a designated substitute. A secretary will prepare meeting minutes and file them in the association records.

FMARC Work Order requests are submitted to the OCA administrative office, which will process the Work Order and provide it to the committee. These requests are distributed to committee members who will then inspect the locations in their area of responsibility to insure compliance with city and OCA requirements. At the monthly meeting, Work Orders will be discussed and a recommendation will be made to the Board.

The Committee will establish specifications and guidelines that include exterior paint, styles of fencing, repairs, and modifications to association carports.

Facilities Maintenance:
Designated committee members will inspect and advise the Board of Directors and coordinate with the Manager on required maintenance to the common areas and facilities. The committee reviews and recommends solutions for repairs, replacement and improvements. The Board has final approval authority over any recommendations made. The committee will review specifications received by OCA for road resurfacing, and other areas as the Board instructs, as well as management's recommendation for selection of contractors.

Approved on: _____

_____ _____

Signed Date