

## **MYRTLE TRACE CONDOMINIUM ASSOCIATION**

**213 Southampton Drive**

**Venice, Florida 34293**

### **INFRASTRUCTURE COMMITTEE**

#### **Purpose:**

The purpose of this committee is to assist the Board in maintaining the Myrtle Trace infrastructure, excluding irrigation, by providing timely reports and recommendations on the physical facilities that are the responsibility of the Association.

#### **Structure:**

The committee shall be comprised of up to 9 core members including the Chair. One Board member will be the liaison between the committee and the Board. The Board shall appoint the Chair. The Chair shall appoint the committee members. The committee members may establish subcommittees and solicit additional volunteers for specific projects.

#### **Responsibilities & Duties:**

1. Assist the Board in identifying the needs of various infrastructures and recommend solutions, anticipate problems and obtain cost estimates.
2. Infrastructure, excluding irrigation, includes:
  - Club House including furniture, appliances and other items within the building (exterior and interior) and systems (electrical, HVAC, etc.)
  - Pool area including maintenance, deck, furniture and fence
  - Maintenance building and storage shed
  - All outside lighting and related electrical connections
  - All driveways, sidewalks and roadways, including grates
  - Bridge
  - Exterior of all member-owned buildings except for those portions that have been altered, including but not limited to, roofs, exterior siding, garage doors, screens, entry doors, doorbells, gutters, and windows
  - Lattices
  - Other items or areas designated by the Board to be part of the infrastructure
3. Annually advise the Finance Committee of estimated funding needed during the next 12 months as well as the next 5 years, including the scope, schedule and funds required for each committee project.
4. Review alteration to unit requests in a timely manner and make recommendations to the Board for approval/non-approval.
5. Review completed unit alteration projects to determine if the completed project is consistent with the alteration request as approved.

6. Assist the Board and Property Manager in evaluating bids from suppliers and contractors and make final recommendations to the Board. Maintain written documentation of evaluations made, needs identified, and subsequent actions taken.
7. Assist the Board and Property Manager in preparing contract specifications for various work projects, initiating specifications as applicable.
8. Assist the Property Manager in providing oversight on work performed by outside contractors by evaluating the work as it is completed.
9. The Committee Chair will receive copies of all infrastructure invoices prior to payment of the invoices. The Chair will sign approval of the invoice, indicating that the work has been satisfactorily completed, and will forward the signed invoice to the Property Manager.
10. Provide the Board Secretary in a timely manner with a copy of all pertinent information related to Common Element and Limited Common Element modifications for placement in the Unit Owners files.
11. The Chair is responsible for submitting any schedules and other pertinent committee information to the MTCA website in a timely manner.
12. The Chair shall present a status on projects at Board meetings and provide a copy, preferably in electronic format, to the Board Secretary for inclusion in meeting minutes. Any motions proposed by the committee for Board consideration at the next Board meeting shall be attached to the committee status report to the Board. This report should be submitted to the Board Secretary 7 days prior to the Board meeting.

**Meeting Notice:**

This committee may meet without prior notice or Owner participation, unless otherwise directed by the Board of Directors. The business of the committee will be run for and by the committee members with owners as observers only. At the discretion of the Chair, owners may be invited to comment. Actions from the meeting will be recorded as official minutes when approved and submitted to the Property Manager, the Communications Committee, and reported to the Myrtle Trace Board as an official record of proceedings.