

**THE MAJESTIC CONDOMINIUM
UNIT OWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 20071211-1
INTERIOR & EXTERIOR FACILITY UPKEEP COMMITTEE CHARTER**

Establishing the structure and responsibilities of the Facility/Grounds Committee

WHEREAS, Article 3, Section 2 of the Bylaws of Halstead At The Metro II Association (“Bylaws”) states that “The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are by the Condominium Act or the Condominium Instruments to be exercised and done by the Unit Owners Association.”; and

WHEREAS, Article 3, Section 2(f) of the Bylaws grants the Board of Directors (“Board”) the power to “[a]ppoint committees and enact and amend Rules and Regulations from time to time for the use and occupancy of the units and Common Elements”; and

WHEREAS, the Board recognizes that a positive landscape program is important to the success of the Association and wishes to establish a standing Committee to lead such a landscape program;

NOW, THEREFORE, THE BOARD RESOLVES THAT a Facility & Grounds Committee be established consisting of one (1) to five (5) individuals, having the following terms of reference:

RESPONSIBILITY

1. The primary responsibility of the Interior and Exterior Facility Committee is to advise and assist the Board in developing and implementing a program for the design, development, maintenance and general appearance of the common areas in the community. In fulfilling its responsibility, the Interior and Exterior Facility Committee shall perform functions, which include, but are not necessarily limited to the following:
 - (A) Assist management in analyzing and addressing miscellaneous community security and safety concerns.
 - (B) Assist management in the development of bidding specifications for facility/grounds related vendors.
 - (C) Work with management and with the Board of Directors to develop multi-year plans for facility/grounds related enhancements and maintenance for the community.
 - (D) Assist management in monitoring the performance of the facility/grounds related vendor(s) to include pool staff.

- (E) Make recommendations to management and to the Board of Directors for improving and/or changing plantings, enhancements, facility and landscaping features.
- (F) Attend periodic meetings with management and facility/grounds related vendor(s) to assess their performance, and to suggest any changes that might be necessary to make improvements thereto.
- (G) Evaluate and review solicited proposals and contracts offered by facility/grounds related vendors.
- (H) Assist management with conducting monthly facilities and grounds inspections for Board of Directors review.
- (I) Assist management with periodic inspections of facility and grounds safety equipment to include but limit: fire extinguishers, pool equipment, parking garage lighting and mirrors, interior and exterior trip hazards.

2. Recommendations from the Committee

All reports, communications, and correspondence from the Committee to the Board shall consist of recommendations for the Board's review and decision.

3. Termination of Committee

The Board shall have the power to terminate the Committee at any time in its discretion.

4. Membership on the Committee

The Board shall control the membership of this Committee.