

INFRASTRUCTURE COMMITTEE

Purpose: To maintain the infrastructure within Verona Reserve, while being mindful of the impacts to the Associations budget.

Responsibilities & Duties:

- Work closely with the board through the committees' board liaison, property manager and contractors to ensure that roads, perimeter walls, gates, pool, dog park, lighting and other common areas are properly maintained and in good working order.
- Inspect and monitor the community's infrastructure on a monthly basis.
- Prioritize projects, research vendors and obtain bids as needed.
- Submit bids and proposals in writing to the property manager and the board liaison, no later than the Friday prior to a scheduled board meeting.
 - Such bids or proposals would include the committee's recommendation.
 - Any recommendation to the board shall be supported by vote of a majority of all committee members.
- Following completion of the work, inspect work to ensure that it has been completed according to the scope of work and contract. Notify property manager upon satisfactory completion.
- Respond to owner questions or concerns and bring any issues to the attention of the board, through the board liaison.
- As requested by the board, review the pool maintenance contractors' scopes of work and propose recommended changes.
 - Research vendors and obtain bids as needed.
 - Submit bids and proposals in writing to the property manager and the board liaison, no later than the Friday prior to a scheduled board meeting.
 - Such bids or proposals would include the committee's recommendation supported by a majority vote of all committee members.

Duration: The committee is a standing committee and will continue year to year.

Members: The committee is made up of five core members, including the chair.

- Members are expected to attend committee meetings and actively participate in the duties of the committee.
- Committee members must be in good standing with the Association.
- Committee members must abide by the Association documents and support the efforts of the board.

Meeting Notice: As the committee does not have final approval authority, the committee may meet in a private residence without public notice, although open meetings are encouraged.