

WWBHOA Buildings and Grounds Committee Mission Statement

Committee Mission Revised Draft, 10 January 2017 rev. by CB 1/10/17, corrected 1-31-17

The Woodlands Buildings and Grounds Committee will consist of members who volunteer to serve and are appointed by the Board. The members will work to enhance the quality of life and property values at the Woodlands by observing and reporting on buildings and grounds, as follows:

1. Regularly review Woodlands units and common areas to identify issues that need attention by current service providers in addition to or to reinforce recommendations from consultants such as the Sherlock Homes, Peter Slothower and Soaring Eagle reports. Special attention shall be given to the ecology of the Woodlands and its unique quality of life as inherent in its name and manifested by its landscaping.
2. Make recommendations for adjustments or modifications to service contracts when renewed or for new contracts to address perceived needs that are not being met.

Committee members will present observations and recommendations in writing to the Board liaison with the Committee by the first Thursday of the month. The Board liaison will convey Committee observations and recommendations to the Property Manager and/or Board as appropriate to the specific issues.

Addendum to B&G Mission Statement, 07-10-17

B&G Committee members are encouraged to:

- observe and identify issues needing attention
- offer suggestions on how to address problems
- suggest contractors for specific tasks
- follow progress of ongoing projects and get feedback from other homeowners

B&G Committee members may not:

- contact contractors directly about work to be done on behalf of the WWBHOA
- Solicit bids from vendors on behalf of the WWBHOA
- interact or interfere with contractors working onsite to correct or change what is being done

Requests for proposals, which detail the work to be done and requirements for vendors, must come directly from the property manager. Contractors might assume that being contacted by a committee member implies that the work is imminent and an offer may be forthcoming. Any such misunderstandings can be damaging to the reputation of the Woodlands and inhibit future relationships with vendors.

Failure to observe these do's and don'ts may result in the B&G member being billed for any invoices incurred (for proposals, bids, inspections, etc.) that have been passed on to the HOA.
