

## Facilities and Grounds Policy

### Organization

1. The facilities & grounds committee shall consist of a Chairperson, a Vice-Chairperson, A Recording Secretary, such subcommittee chairpersons as the Committee deems necessary, and members
2. The Facilities & Grounds Committee may establish such Subcommittees as are necessary to carry out its responsibilities

### Functions

1. The Facilities & Grounds Committee is responsible for monitoring and supervising maintenance of all common areas in Park Village. The common areas include the swimming pool, parking lots, the clubhouse, the ponds, trails and greenways, neighborhood parks, the cemetery, the Park Village entranceway, Park Village Drive landscaping, recreational facilities, sidewalks, buffers, the irrigation systems and other common areas. The Facilities & Grounds Committee shall maintain close liaison with the Playground committee regarding playground maintenance.
2. The Facilities & Grounds Committee shall monitor pool maintenance
3. The Facilities & Grounds Committee shall implement grounds related projects such as a Yard of the Month Program, Clean-Up Programs, Holiday decorations and other similar programs.
4. The Facilities & Grounds Committee shall make appropriate recommendations to the Board of Directors concerning regulations, budget, planning, contracts, reserve funds, and other areas related to facilities & grounds.
5. The Facilities & Grounds Committee chair shall maintain close liaison with the management company on facilities and grounds issues.

## Primary Functions & Maintenance Responsibilities

### Monitor and Supervise Maintenance of Common Facilities & Areas

- All Common Areas
- Buffers
- Irrigation System

### Landscaping & Pond Contracts

#### Special Programs / Areas

- "Yard of the Month"
- "Clean-Up Day"
- Holiday Decorations
- Cemetery
- Coordination of Area Dedicated to Town of Cary
- Private Common Areas

## **Monitor Clubhouse & Pool Maintenance & Operation**

- Swimming Pool
- Parking Lots
- Clubhouse

## **Monitor Neighborhood Mini-Parks, Playgrounds, Trail System & Other Public Common Areas**

- Neighborhood Mini-Parks
- Playgrounds / Recreational Facilities
- Trails & Greenways
- Ponds

## **Monitor Landscaping & Maintenance of Park Village Drive**

- Park Village Drive Entranceways
- Park Village Drive Landscaping
- Sidewalks - Davis Drive, Park Village Drive & Jenks Carpenter Road

Make Appropriate Regulation, Budget, Planning, Contract, Reserve Funds, and Other Recommendations to the Board of Directors