

Position Description

Streets, Buildings, & Utilities Chair

(Approved: April 6, 2010)

General

- Attend HOA Board meetings; prepare monthly, annual and ad hoc reports to inform the Board and the homeowners of the status of the streets, buildings and utilities.
- Participate in general Board discussions, decisions and activities.
- Establish a Streets, Buildings & Utilities Committee comprised of homeowners having expressed interest in involvement in the care and maintenance of such functions within The Springs community.
- Utilize volunteer homeowners where possible to assist in the performance of minor, miscellaneous, *non-hazardous* maintenance and repair projects to minimize expenses.
- Maintain continuous liaison with the Springs Reserve Committee to assure they are apprised well in advance of, and involved in, all decision-making with respect to planned or emergency expenditures of reserve funds.
- Solicit competitive bids (preferably three or more) for all planned maintenance and repair work in excess of \$5,000. Contract, with prior Board approval, with known service providers for services of less than \$5,000.

Streets

- Monitor the condition and appearance of The Springs streets (4.25 miles, 22,500 lin. ft., 500,000 sq. ft.)
- Monitor the condition and appearance of The Springs walking trail surface. (1.1 mi., 5,800 lin. ft., 23,000 sq. ft.) that extends from the SE corner of the HOA along the Eastern boundary to the NE corner of the HOA property.
- Monitor the condition and appearance of The Springs sidewalks.
- Monitor the condition and status of all traffic, safety and information signage.

Buildings

- Monitor the condition of The Springs entry structure, bell tower, HOA office, maintenance building, and walls, fences, privacy screens and other HOA property to assure the continued integrity, appearance and safety of such facilities.

Utilities

- Monitor operational status of 57 streetlights. Report non-functioning units to TEP for inspection and maintenance as required. Monitor utility expenditures with the HOA Treasurer to assure minimum rates are maintained.
- Monitor external nighttime lighting of entry structure, flagpole and other safety-related lighting as may be installed.