

Buildings & Grounds Committee Policy and Procedures

General Purpose

The Committee's purpose is to work with Crane Lakes Management to preserve and enhance, where possible, the quality and appearance of the buildings and grounds within the Community.

1. The Committee shall field issues and concerns from residents related to the condition of the buildings and grounds within the Community.
2. While traveling about the Community, Committee members shall be observant of issues that need to be addressed and bring these issues to the Committee meetings for discussion.
3. Committee members shall attend Committee meetings scheduled on an as-needed basis by the Chairperson to discuss residents' issues and concerns, and to gather a consensus of ideas and suggestions to aid in the resolution of these items.
4. The Committee Chairperson shall meet at least quarterly with Crane Lakes Management to discuss issues and recommend actions to be taken.
5. The Committee Chairperson shall maintain contact with the Buildings & Grounds Committee Liaison to keep them informed of activities, and to recommend when further action needs to be taken to a higher level of management.
6. When the Committee Chairperson changes, the former Chairperson shall accompany the new Chairperson to the first Committee meeting and the first meeting with Crane Lakes Management to ensure a smooth transition.

Prepared by:

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