

## Grounds Committee Charter

### **Purpose**

The grounds committee exists to oversee all activities regarding grounds maintenance and upkeep. Maintenance and repair activities are conducted by a combination of volunteer and paid professional services.

### **Scope**

- Airstrip maintenance
- North common area maintenance
- South common area maintenance
- Dumpster area maintenance
- CR 1596 entry area maintenance
- North entrance area maintenance
- All signage and fences owned by Eagle Landing
- All shoreline and lake maintenance and improvements do not fall within the grounds committee, but rather in the lake committee. Improvements and maintenance conducted on the lake shoreline will be coordinated between the lake and grounds committee

### **Responsibilities**

- Coordinate mowing as needed at all common areas including the airstrip
- Maintain a clean area around the dumpsters and coordinate all required communications with the waste services provider.
- Identify maintenance items which are the result of normal wear and coordinate any volunteer or professional services required to conduct such maintenance.
- Submit proposals to the board for funds required to implement any required maintenance.
- Identify any non-recurring grounds issues requiring repair. Solicit quotes for any professional services required to effect the repairs and submit a proposal for funding to the board
- Identify improvements that will enhance the esthetic and functional qualities of the Eagle Landing grounds. Submit proposals to the board for any activities and funding requirements to implement identified improvements
- Monitor all professional services purchased for completeness, quality, and timeliness. Ensure that all required paperwork and proper invoices are received at the time of payment.