

LOST CREEK HOA BOARD OFFICERS' FUNCTIONS AND RESPONSIBILITIES

MAINTENANCE COMMITTEE

Function of Position:

The function of this position is to perform and/or assist with maintenance to include general maintenance, minor repairs, preventive maintenance and upgrades of Lost Creek community property including common areas, clubhouse, pool and tennis courts.

Responsibilities Include:

- Maintenance of property lighting, security system and signage
- Assist other committees with maintenance of clubhouse, swimming pool, tennis courts and landscape
- Arrange for the use of contractors for repair, preventive maintenance or upgrades to Lost Creek community property
- Respond to after-hour emergency repairs if necessary
- Purchase required maintenance items as necessary
- Submit a yearly budget for expected maintenance expenses, upgrades and any anticipated issues
- Attend the once-a-month HOA Board Meetings and report on the past month's maintenance events and any planned activities
- Attend the Annual Homeowners' Meeting and report in summary format the accomplishments of the past year's activities and present and explain the maintenance budget items for the coming year