

Kingsgate Ridge Condominium

Appearance & Maintenance Committee Charter

Article I. Authority

The Appearance & Maintenance Committee (“Committee”) is established pursuant to the authority granted to the Board of Directors (“Board”) of the Kingsgate Ridge Manor Association of Apartment Owners under the Association’s Declaration, Bylaws, and RCW 64.32 / 64.90.

Article II. Purpose

The purpose of the Committee is to:

1. Monitor the overall appearance, cleanliness, and basic maintenance of common areas, including but not limited to entryways, stairwells, storage areas, landscaping, and parking areas.
2. Provide recommendations to the Board regarding maintenance priorities, vendor performance, and cost-effective improvements.
3. Support volunteer-led initiatives (approved by the Board) to supplement contracted services where appropriate.
4. Promote community pride and livability by maintaining a safe, clean, and attractive environment.

Article III. Scope of Duties

The Committee shall:

1. Conduct regular inspections of common areas.
2. Document deficiencies (trash accumulation, hazards, broken fixtures, graffiti, neglected landscaping, etc.) and report findings to the Board.
3. Maintain a log of complaints and observed conditions for tracking vendor performance.
4. Assist the Board in soliciting bids for maintenance/janitorial vendors and provide evaluations of proposals.
5. Take corrective actions (as approved by the Board), including volunteer clean-up efforts, where timely vendor service is lacking.

Article IV. Membership

1. The Committee shall consist of community volunteers.
2. A Committee Chair shall be appointed by the Board.

Article V. Meetings and Reporting

1. The Committee shall meet at least quarterly and more frequently as needed.
2. Minutes or summary reports shall be submitted to the Board within fourteen (14) days of each meeting.
3. A written annual report summarizing activities, findings, and recommendations shall be provided to the Board each December for incorporation into the following year's planning and budget process

Article VI. Limitations

1. The Committee has no independent decision-making or spending authority.
2. All recommendations are subject to review, approval, or modification by the Board.
3. The Committee may not represent the Association to third parties without prior Board authorization.

Article VII. Term

This Charter shall remain in effect until amended or revoked by resolution of the Board of Directors.