

POSITION DESCRIPTION

GENERAL MAINTENANCE COMMITTEE CHAIR

General Maintenance Committee (Appointed as necessary): A committee will be appointed as necessary by the SHA President to install, repair, or perform maintenance on community facilities such as benches, drainage, handrails, landscaping, and signage.

Membership shall be drawn from the Board membership or from the general membership of the Association

The duties of the chair is as follows:

- Insures that the SHA facilities are inspected twice a year for needed repairs/maintenance to include:
 1. Benches
 2. Handrails
 3. French Drains
 4. Signage
 5. Playground Equipment
- Respond to emergency repairs when necessary in a timely manner (fallen limbs to be removed, damaged traffic/street signs, etc.
- Report non-emergency needed repairs to the Board of Directors for prior approval
- Estimate the materials needed and the cost for the repairs
- Request Board funding to make necessary repairs
- Respond to requests for assistance from other committee chairs such as landscaping requests for limb and tree removal
- Seek additional volunteer support when needed
- Provide an annual report to the President and Secretary in December of repair and maintenance time spent by category (Drainage, tree/limb removal, landscaping, bench repair, signage, etc.)