

**ORGANIZATIONAL GUIDELINES AND BY-LAWS OF THE
MOUNTAIN VIEW FACILITIES COMMITTEE**

Article I: Name

Mountain View Facilities Committee

Article II: Purpose

The purpose of this committee is to develop and support regulations to maintain all facilities in an operational mode for the use of all Mountain View residents.

Areas of responsibility consist of, but are not limited to:

- Clubhouse, Fitness Center, Restrooms, Closets and Sheds
- Pool, Spa, Courts, Patios, and Parking Lot
- Streets, Entrance and Exit Gates and Block Walls surrounding community
- All fixed community property in above areas.

Care and Services in above areas consist of, but are not limited to:

- Heating and Air Conditioning Service, Pool and Spa Service, and Gym Equipment Service
- Lighting, including street, building, indoor, and landscape lights
- General inspection, repair, painting, maintenance, pest control, and cleaning
- Recommendations to acquire or replace items such as fans, refrigerator, etc.

Article III: Membership

Committee membership shall consist of four or more resident homeowners appointed by the Association Board of Directors. One committee member shall serve as committee chair. The committee shall have an HOA Board liaison. If no committee chair is available, the liaison may serve in that role. The committee may optionally have a secretary. The secretary shall be a member of the committee.

Article IV: Meetings

Monthly meetings shall be held on the date and time designated by the committee (about a week before the Association Board Meeting). All meetings will be open to all residents. A community walkthrough is conducted during monthly meeting in preparation for the Association Board Walkthrough and Meeting the following week. A Facilities Report will be sent to the Association Board and Management before the Board Meeting.

Article V: Responsibilities

The following is a list of the responsibilities of the Facilities Committee:

1. Inspect the facilities no less than monthly and, if problems are detected, notify management. Non-critical problems may be addressed at the Association Board Walkthrough.
2. Advise the Association Board of Directors and the Facilities Committee Board Representative of any problems being encountered that can not be addressed by the Facilities Committee or Management.
3. Immediately take any action deemed necessary to fix any problem that is detrimental to the safety and/or welfare of Mountain View residents.
4. One member of the Committee has the responsibility to rent out the Clubhouse to residents of Mountain View. (See the Clubhouse Rental Agreement document.) Same member is to check the facility after the event and return security deposit check to the resident.