

VERSION 1	OAKLAND HILLS CONDOMINIUM ASSOCIATION	PAGE 1 OF 2
LAST UPDATED: SEPTEMBER 14, 2018	INFRASTRUCTURE COMMITTEE POLICIES/PROCEDURES	

Committee Name	
Infrastructure	
Committee Purpose and Responsibility	
<p>The purpose of the Infrastructure Committee is to monitor the community’s infrastructure as outlined in “<i>In Scope</i>” (below), to identify areas that need the attention of the Board and/or management company.</p> <p>The Infrastructure Committee is responsible for oversight and updating of the Capital Plan. The Capital Plan will be reviewed on a yearly basis.</p>	
Committee Co-Chairs (Board Members)	
<p>Mike McLean (michaeljohnmclean@gmail.com) Larry Shelton (ldshelton@sbcglobal.net) <i>Committee Chairs are selected from and by the Association Board.</i></p>	
Committee Members	
<ol style="list-style-type: none"> 1. Jim Hankey 2. Mary McLean 	<ol style="list-style-type: none"> 3. Dennis Taft <p><i>Committee Members are selected by the Committee Chair.</i></p>
In Scope	Out of Scope
<ul style="list-style-type: none"> • Parking Lot & Parking Pads • Clubhouse Roof • Clubhouse Siding and Stone Facade • Clubhouse Windows & Doors • Clubhouse Carpeting • Clubhouse Exercise Equipment • Clubhouse HVAC • Pool Furniture • Pool Refinishing • Pool Equipment • Exterior Lighting (Excluding Bulbs) • Roadways • Unit Roofs • Unit Siding and Stone Facade • Unit Entry Doors • Unit Garage Doors • Association Capital Plan 	<ul style="list-style-type: none"> • Wells (Landscape) • Water Features (Landscape) • Clubhouse Interior Monitoring (e.g., vacuum, kitchen appliances, AV Equipment, Interior Furniture) (Unassigned) • Landscaping (Committee) • Website/Social (Committee) • Finances (Financial Planning for Infrastructure will be IN Scope) (Committee)

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Communication

- Immediate Threats to personal or property safety should be reported directly to Gardner Management.
- Individual owner issues (such as a unit broken window or damaged downspout) should be reported directly to Gardner Management by the resident.
- General/common issues (such as curb damage or pool concerns) or inadequate response from Gardner Management on an individual owner issue should be reported by residents to the Infrastructure Committee for discussion at the next meeting. Residents should assure they are communicating individual unit issues to Gardner Management before escalating to the Infrastructure Committee.
- Infrastructure Committee Communication will occur at each Board meeting.

General Communication Guidelines:

- Residents report home warranty issues directly to AVB. [Remove one year after last unit is sold]
- Residents report immediate threat Infrastructure issues directly to Gardner Management.
- Residents report general/common Infrastructure issues (see **In Scope** above) to the Infrastructure Committee.
- Residents may escalate UNRESOLVED individual unit infrastructure issues to the Infrastructure Committee AFTER appropriate communication with Gardner Management.
- Infrastructure Committee reports issues to Gardner Management and the Condo Board as appropriate.

Meetings

- The Infrastructure Committee will meet no less than 6 times per year.
- Additional meetings may be called at the discretion of the committee chair.
- Infrastructure Committee meetings are open to all residents. Any required voting will be limited to committee members.
- Minutes will be posted to the community website.

Document Update Process

- This document will be updated as membership, scope or other relevant content changes occur. Committee Chair has responsibility for presenting update recommendations to the Association Board for approval; and then assuring all approved changes are included in the document in a timely manner.
- Notification of updates will be sent to all other Committee Chairs.
- All Committee policy/procedure documents will be stored on the Association website.

APPENDICES

- *Input, attach or link to any relevant data that should be stored centrally associated with this committee (e.g., Capital Plan)*