



Silver Woods Community Association

7 Luzerne Drive, Ocean View, DE 19970
silverwoodsinfo@mediacombb.net

MAINTENANCE COMMITTEE CHARTER

SILVER WOODS COMMUNITY ASSOCIATION

Whereas the Silver Woods Governing Documents establishes a duty to maximize the aesthetics of the community and maintain the common areas of the community;

Whereas it is in the best interests of the members of the Silver Woods Community Association, Inc. (SWCA) to establish a charter to establish the maintenance committee;

Whereas its purpose is to identify and resolve maintenance issues related to the clubhouse, pool or clubhouse grounds in a manner that is best for the community; and

Now therefore, be it Resolved that the Board of Directors (BOD) of the SWCA, does establish by this resolution the charter for the Silver Woods Maintenance Committee:

ARTICLE I

ROLES AND RESPONSIBILITIES

1. Perform simple tasks which do not require a contractor's license and insurance, and which a prudent and responsible person can safely perform on his/her own property. However, to protect the SWCA against potential liability, the Committee must request and receive authorization from the BOD liaison before proceeding with such tasks. The BOD liaison may issue such approvals on either a case-by-case basis or on a blanket case, according to the type of task.
2. The committee is authorized to purchase consumables and supplies to perform required tasks. Generally, such items shall be purchased with a SWCA Debit Card or reimbursable cash purchase by a committee member (receipt required). The Committee may not incur any expense exceeding \$50.00 without prior approval from the BOD liaison.

3. Perform regular surveys and upkeep of the buildings, pump house, parking lot and structures.
4. Recommendation to the BOD for maintenance issues that exceed routine maintenance.
5. As part of major maintenance, renovations, or improvement projects the Committee may be asked to perform a study of the project, participate in project bidding and make recommendations to the BOD.
6. Perform oversight over major maintenance approved by the BOD, reporting to the BOD as necessary.

ARTICLE II

MEMBERSHIP

7. The committee shall be composed of those Community Association (CA) Homeowners and/or Property Owner's Association (POA) Homeowners who volunteer to serve on the Committee.
8. The member of the BOD that oversees the clubhouse and pool will be the liaison for and work closely with the Committee.
9. The committee chair shall be designated by the BOD.

The Board Secretary certifies that the above is a true and correct copy of the resolution that was duly adopted and entered into the minutes of the May 2, 2023 meeting of the Board of Directors of the Silver Woods Community Association.

Diane Seeger
[Diane Seeger \(May 8, 2023 18:43 EDT\)](#)

Diane Seeger, Secretary

May 8, 2023

Date Signed

M. Beatty
[Margie Beatty \(May 9, 2023 20:00 EDT\)](#)

Marjorie Beatty, President

May 9, 2023

Date Signed











SWCA Maintenance Committee Charter

Final Audit Report

2023-05-10

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