

Wisteria Park HOA Volunteer Maintenance Committee

Committee Purpose

Perform Wisteria Park HOA Common Property “light” maintenance tasks.

Reasons for Committee

- HOA Common property periodically requires “light” maintenance similar to Wisteria Park homes.
- Given Wisteria Park Common Property’s relatively low maintenance requirements, competent reliable light maintenance service contractors are difficult to secure at a reasonable cost.
- Of the 141 Wisteria Park homeowners there are several who have the ability and time to perform “light” maintenance tasks on a voluntary basis.
- A Volunteer Maintenance Committee encourages active volunteer homeowner participation thereby strengthening Wisteria Park community spirit.

Volunteer Maintenance Committee Structure, Roles and Responsibilities

Structure, Roles & Responsibilities	Comment
Approximately five (5) homeowner volunteers appointed by the HOA Board serving one year terms.	Small group needed to enable clear lines of communication and decision making.
At least one member of the committee be an HOA Board member.	Helps facilitate Committee and HOA Board communication and decision making.
Committee officers include: Chair, Vice Chair, Secretary	These officer roles mirror Wisteria Park’s Architectural Review Committee (ARC)
All Committee members must sign the Wisteria Park HOA Volunteer Maintenance Committee Liability Waiver.	Liability waiver similar to other volunteer organization requirements for community projects.
Volunteer Maintenance Committee Member Key Roles	<ul style="list-style-type: none"> • Be available, “on call”, to respond to urgent repairs. i.e. clogged toilet, damaged mailbox, etc. • Monitor common area property and identify and complete “light” maintenance tasks. • Perform “light” maintenance tasks as requested by Handyman Chair / Vice Chair, Property Manager and Wisteria Park Board Members.
Chair / Vice Chair Organizational Roles (Preferred to also be HOA Board members)	<ul style="list-style-type: none"> • Allocate “light” maintenance tasks as appropriate to Handyman Committee Members. • Primary task contact for Property Manager and Wisteria Park Board Members.
Secretary Organizational Role	Report “light” maintenance task activity to HOA at monthly HOA Board meetings.
Excluded Responsibility Includes:	<ul style="list-style-type: none"> • Any maintenance task that requires... <ul style="list-style-type: none"> • A county permit • Licensed contractor. i.e. Electrical, Plumbing, Tree Removal, etc. • Bladed power tools such as circular saws, reciprocating saws, chainsaws, etc. • Excessive height ladders • Working on a roof • Normal pool / gazebo area cleaning performed by cleaning service.

**Wisteria Park HOA
Volunteer Maintenance Committee**

Volunteer Handyman Committee Typical “Light” Maintenance Tasks

Pool House, Gazebo, Walkway and Street Lights: <ul style="list-style-type: none">• Replace light bulbs• Replace failed low voltage timers, photo cells, motion sensors, etc.
Mailboxes: <ul style="list-style-type: none">• Repair or replace as needed
Pool House, Pool Area, Gazebo: <ul style="list-style-type: none">• Maintenance of doors, windows, cabinets, shelving, locks, gates, tables, chairs, lounges, signage• Touch up painting• Basic tree and shrub branch trimming and pickup• Cobweb and insect removal and spraying• Mold and mildew removal and control
Pool Awnings: <ul style="list-style-type: none">• Ensure annual cleaning is completed
Pool Bathrooms beyond basic weekly cleaning service when necessary: <ul style="list-style-type: none">• Minor plumbing repairs such as leaking faucets & toilet valves• Clean, snake or unblock sinks and toilets• Sterilize floors/surfaces
Pool Pump Room: <ul style="list-style-type: none">• Adjust pool & spa pump timers when pool hours change• Maintain a clean and clutter free pump room• Repair / add required shelving, cabinets, lighting, hoses, etc.
Pool Maintenance: <ul style="list-style-type: none">• Work with pool maintenance contractor to identify, investigate and manage any required repairs and improvements of pool equipment and facilities.
Hurricane: <ul style="list-style-type: none">• Preparation: Secure pool / gazebo furniture and loose objects• Post:<ul style="list-style-type: none">• Clean up pool / gazebo area debris• Reposition pool / gazebo furniture
Pool / Gazebo Area Post Teenage Party Trash and Debris: <ul style="list-style-type: none">• Clean up as needed