

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

ADMINISTRATIVE RESOLUTION NUMBER EIGHTEEN

BUILDINGS AND UTILITIES COMMITTEE

TERMS OF REFERENCE

WHEREAS, Article III, Section Two, of the Parkfairfax Condominium Unit Owners Association Bylaws assigns the Board of Directors with “. . . all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association” and further states that the Board of Directors “. . . may do all such acts and things as are not by the Condominium Act, The Declaration or by these Bylaws required to be exercised and done by the Unit Owners Association”; **AND**

WHEREAS, the Board of Directors, from time to time, may desire to have advice concerning building maintenance; **AND**

WHEREAS, the Board of Directors recognizes the need to obtain recommendations concerning utilities and services provided by or through the Association;

NOW THEREFORE, BE IT RESOLVED THAT there be established a standing committee to advise and assist the Board of Directors in preserving and enhancing the buildings, utilities, and services of the Association.

RESPONSIBILITY

The primary responsibility of the Buildings and Utilities Committee is to advise and assist the Board of Directors by performing reviews and studies of those things related to the maintenance and integrity of the buildings; reviewing utility consumption and delivery; reviewing the provision of services by or on behalf of the Association; refining budgetary procedures and recommending cost efficient methods of usage and services.

At the direction of the Board of Directors, the committee may review and make recommendations on the following specific areas under these terms:

1. Buildings: general maintenance including painting, pointing-up of brickwork, roof, attic and crawlspace common areas, woodwork, porch/stoop; drainage around buildings and general storm drainage systems.
2. Utilities: efficiency and delivery of underground electric, TV cable or telephone conduits; underground gas or water piping; sewage systems; above ground transformers and meters; electric, gas or water usage.
3. Other: parking; safety and security and such other projects as the Board of Directors may approve (upon request of the committee) or assign.