

Building and Grounds (BAG) Team Mandate

A. How does the Team support specific elements of the TH Vision, Mission, Values and Covenants?

1. Service to TH by maintaining the hardscape areas, keeping them clean, tidy and looking inviting to the community and to visitors.
2. Service to TH brings pride to our neighbors through an environment that supports community, commitment to nature, recycling and living lighter on the planet.
3. Service to TH by providing the tools necessary to enhance the living experience at TH: brooms, rakes, blowers, shovels, safe and useable walkways, drives, steps and planters.
4. Service to TH: how we keep our property is a reflection of who we are as a community.

B. BAG is a Standing Team, and members serve as long as they wish.

It's best to have 5-8 members. BAG manages the work of the Mandate and relies on the added efforts of the community to carry out the tasks and work.

C. Qualities which are valuable or desirable for people on this team:

Cooperative, team players
Able to work on their own
Like things to look nice and function properly
Able to repair and maintain equipment
Coordinate projects and tasks

D. How will team members be selected?

Self-selection.

E. Is the Team empowered to self-organize?

Almost all decisions can be made by us as we see the need. We also determine when to bring items to the community.

F. What is the Team expected to accomplish?

Examples of items that BAG is expected to accomplish: additional items and tasks may be added or deleted as appropriate. Community members participate in many of these tasks that BAG manages.

1. Keep the courtyard, steps, walkways, laundry room, plaza, garage and drive clean and in good shape.
2. Coordinate annual powerwashing
3. Provide winterization tools and procedures
4. Organize window washing
5. Manage laundry room
6. Manage under-the-stairs recycling,
7. Keep courtyard drains clear of debris
8. Manage building maintenance (with R&M)
9. Manage Free Table
10. Manage garage: parking, bike system, storage, striping, lighting, etc
11. Manage the courtyard level planters
12. Downstream defender maintenance.
13. Roof and gutter cleaning.

G. Are there deadlines when the Team's work is to be completed?

Generally we don't have firm deadlines on our tasks. Most are on-going or as an as-needed basis. Some are annual, others are seasonal.

H. What resources will be made available to do this work?

1. Brooms, rakes, hoses, blowers, shovels, de-icer, vacuum, sand
2. Cleaning schedules, recycling systems, tables, pens, tape, garbage cans, recycling bins, large plastic bags, power washers.

I. If reports are expected, what are they to address, how and whom will they be disseminated and when due?

1. General reporting to the HOA on an annual basis and through the Budget Faire.
2. Monthly team minutes posted within 1 week on TC.
3. HOA and TC announcements of major tasks impacting the whole community, i.e., power washing, window cleaning, painting, seal-coating the drive.

J. What license does the team have to make decisions about without coming to the community?

1. BAG determines the scheduling of activities to facilitate our work with the least disruption to the community. DLA-3
2. When a task will affect everyone we bring it to the HOA for feedback and input. DLA-3

3. Substantive changes to our policies, procedures and systems will come to the plenary. DLA-2

K. To what extent is this Team expected to coordinate or share authority with other teams?

BAG works closely with other teams when needed or tasks overlap such as with R&M, Legal and Financial (Reserve Study), CH and Landscape. BAG manages or oversees projects that contribute to property and building maintenance.

L. Is it clear how community members not on the team can offer input on team topics? Are there drop-dead dates such that the team is not obligated to work with input arriving afterwards?

Community members are always welcome to BAG meetings and can submit proposals on topics for us to discuss as well. We are very open to feedback. The only firm date we have is the day before our monthly meetings, after that our agenda is closed to new topics.