

BUILDINGS AND GROUNDS COMMITTEE

WESTBURY CONDOMINIUMS ASSOCIATION, INC.

CHARTER

1. Purpose. The Buildings and Grounds Committee of the Westbury Condominiums Association, Inc. (the "Committee") is a standing committee whose purpose is to review, analyze, and monitor all issues relating to the buildings and grounds of the Westbury Condominiums Association, Inc. (the "Association"). The Committee will assist the Board of Directors of the Association (the "Board") in managing all aspects of the physical condition of the Association property.

2. Composition. The Committee will consist of at least three members, each of whom will be appointed by the Board. The Board may, at its discretion, appoint additional members to the Committee. The Board will appoint the chair of the Committee and will replace members of the Committee as needed. Upon appointment, each member of the Committee shall serve for a term of two years. There shall be no limit on the number of terms an individual may serve on the Committee; however, reappointment upon expiration of a member's term will be considered on a case-by-case basis.

3. Meetings. The Committee shall meet at least once per calendar month and may meet at such additional times as the chair may determine. A majority of the appointed members of the Committee shall constitute a quorum. The Committee may allow observers and participants at its meetings but must give five days notice of any such meeting to the members of the Association.

4. Duties and Responsibilities. The Committee shall:

- a. Inspect, evaluate, and monitor all common areas, common elements, and limited common elements of each of the buildings owned by the Association, including the garages and the building located at 44 Outlook Avenue;
- b. Inspect, evaluate, and monitor all components of the grounds of the Association, including, but not limited to the lawns, trees, sidewalks, driveways, and parking areas;
- c. Inspect, evaluate, and monitor each building's heating and cooling systems, elevators, roofs, and the like but only in common areas;
- d. Monitor performance by the Association's contracted vendors who provide maintenance, snow removal, landscaping, and similar services to the Association and make reports to the Board regarding such performance;
- e. Identify maintenance problems and issues for consideration and action by the Board;

- f. Recommend maintenance and improvement projects to the Board, including recommendations for projects as part of the annual budget process;
- g. On a monthly basis, prepare a written report to the Board documenting the Committee's activities during the prior month, identifying matters requiring action by the Board, making recommendations for action by the Board, and recommending projects and analyses to be undertaken by the Committee;
- h. Undertake such other projects and analyses relating to the buildings and grounds of the Association that may be assigned by the Board.

The Committee shall not undertake any activities other than those set forth in Paragraph 4 without the express prior approval of the Board.

5. Contractors and Advisors. The Committee may request that the Board engage contractors to carry out certain projects relating to the buildings and grounds but in no event shall the Committee engage any such contractors without the express prior approval of the Board. The Committee may request that the Board engage advisors to assist the Committee in carrying out its duties but in no event shall the Committee engage an advisor without the express prior approval of the Board.

6. Board Members. Board members may not serve on the Committee. However, a member of the Board shall serve as a liaison to the Committee and shall be permitted to attend all meetings of the Committee. Such Board member shall not be permitted to vote on Committee matters and shall not be counted in determining whether a quorum is present.

7. Membership. Only persons owning at least one unit in the Association, or such person's spouse, or another adult member of the owner's household, may serve on the Committee. Only one member of a household may serve on the Committee at any time. Committee members may not serve on any other committee of the Association.

8. Secretary. The Committee shall designate a secretary who will prepare agendas and minutes of the Committee's meetings. Such agendas and minutes shall be submitted to the secretary of the Association for record-keeping purposes.

9. Rules of Order. The Committee shall follow Robert's Rules of Order.

10. Timely Reporting. The Committee and the Board shall jointly determine the reporting dates for the Committee's tasks.

Adopted by the Board of Directors: January ___, 2006.

BUILDINGS AND GROUNDS COMMITTEE

Deleted: DRAFT (1/14/06)¶

WESTBURY CONDOMINIUMS ASSOCIATION, INC.

CHARTER

1. Purpose. The Buildings and Grounds Committee of the Westbury Condominiums Association, Inc. (the "Committee") is a standing committee whose purpose is to review, analyze, and monitor all issues relating to the buildings and grounds of the Westbury Condominiums Association, Inc. (the "Association"). The Committee will assist the Board of Directors of the Association (the "Board") in managing all aspects of the physical condition of the Association property.

2. Composition. The Committee will consist of at least three members, each of whom will be appointed by the Board. The Board may, at its discretion, appoint additional members to the Committee. The Board will appoint the chair of the Committee and will replace members of the Committee as needed. Upon appointment, each member of the Committee shall serve for a term of two years. There shall be no limit on the number of terms an individual may serve on the Committee; however, reappointment upon expiration of a member's term will be considered on a case-by-case basis.

3. Meetings. The Committee shall meet at least once per calendar month and may meet at such additional times as the chair may determine. A majority of the appointed members of the Committee, shall constitute a quorum. The Committee may allow observers and participants at its meetings but must give five days notice of any such meeting to the members of the Association.

Deleted: Two members

4. Duties and Responsibilities. The Committee shall:

- a. Inspect, evaluate, and monitor all common areas, common elements, and limited common elements of each of the buildings owned by the Association, including the garages and the building located at 44 Outlook Avenue;
- b. Inspect, evaluate, and monitor all components of the grounds of the Association, including, but not limited to the lawns, trees, sidewalks, driveways, and parking areas;
- c. Inspect, evaluate, and monitor each building's heating and cooling systems, elevators, roofs, and the like but only in common areas;
- d. Monitor performance by the Association's contracted vendors who provide maintenance, snow removal, landscaping, and similar services to the Association and make reports to the Board regarding such performance;
- e. Identify maintenance problems and issues for consideration and action by the Board;

Deleted: components

- f. Recommend maintenance and improvement projects to the Board, including recommendations for projects as part of the annual budget process;
- g. On a monthly basis, prepare a written report to the Board documenting the Committee's activities during the prior month, identifying matters requiring action by the Board, making recommendations for action by the Board, and recommending projects and analyses to be undertaken by the Committee;
- h. Undertake such other projects and analyses relating to the buildings and grounds of the Association that may be assigned by the Board.

The Committee shall not undertake any activities other than those set forth in Paragraph 4 without the express prior approval of the Board.

5. Contractors and Advisors. The Committee may request that the Board engage contractors to carry out certain projects relating to the buildings and grounds but in no event shall the Committee engage any such contractors without the express prior approval of the Board. The Committee may request that the Board engage advisors to assist the Committee in carrying out its duties but in no event shall the Committee engage an advisor without the express prior approval of the Board.

6. Board Members. Board members may not serve on the Committee. However, a member of the Board shall serve as a liaison to the Committee and shall be permitted to attend all meetings of the Committee. Such Board member shall not be permitted to vote on Committee matters and shall not be counted in determining whether a quorum is present.

7. Membership. Only persons owning at least one unit in the Association, or such person's spouse, or another adult member of the owner's household, may serve on the Committee. Only one member of a household may serve on the Committee at any time. Committee members may not serve on any other committee of the Association.

Deleted: at _____

8. Secretary. The Committee shall designate a secretary who will prepare agendas and minutes of the Committee's meetings. Such agendas and minutes shall be submitted to the secretary of the Association for record-keeping purposes.

9. Rules of Order. The Committee shall follow Robert's Rules of Order.

10. Timely Reporting. The Committee and the Board shall jointly determine the reporting dates for the Committee's tasks.

Adopted by the Board of Directors: January, 2006.

Deleted: _____