



## **FACILITIES AND GATE MANAGER CHARTER**

**Mission:** To maintain the front and back gates and cameras of Rolling Creek Ranch as needed in the subdivision. This individual(s) will be the point of contact for gate issues and maintenance.

### **Scope of Work:**

1. Gates.
  - a. Coordinate with Property Management Group (PMG) and Gate Vendor to ensure any needed changes to schedules are implemented and not overwritten
  - b. Become familiar with the gate controllers and software to lower the number of vendor calls and fees.
  - c. Be a local contact for contractors who need special codes outside construction hours
  - d. Be able to assign gate codes to new owners coordinated with PMG.
  - e. Learn how to update the gate clickers remotely
  - f. Learn the YELP system and educate/contact emergency services on how to use them
  - g. Attend any trainings necessary for operations
  - h. Be sure the gate cameras are working and are being recorded and backed up
  
2. Maintenance.
  - a. Use facilities checklist to ensure all common and public areas are debris free, clean, and functioning properly
  - b. Manage service provider to mow the community easement along all roads and entrances and other common areas
  - c. Manage service providers to clean and maintain the rest rooms, pavilion and septic system
  - d. Monitor and repair or replace as necessary all signage and lighting maintained by the Association
  - e. Monitor all road surfaces, bridges, ditches, and culverts maintained by the Association and recommend repairs as necessary
  - f. Develop and maintain a forecast of future repairs and provide budget input to the Association Treasurer
  - g. Obtain assistance as needed by writing charters for sub-committees for board approval

### **Committee Members:**

The committee community members that were chosen by volunteering and approved by the Board: TBD

Except for the board member/liaison on the committee, each member is appointed for a two-year term. The terms will be staggered to provide continuity of the committee. More than one consecutive term is allowed for each member.

This position reports to the Maintenance and Ground liaison on the Board of Directors. This position is not allowed to make financial decisions or obligate monies to repairs, upgrades or any other expense. Failure to comply with this will result in the termination of those in this position.