



BUILDINGS AND GROUNDS COMMITTEE

ORIGIN

This is a Standing Committee established per Article VII, Section 3 of the MGCA By-Laws.

PURPOSE

Per MGCA By-Laws, Article VII, Section 6, “The Buildings and Grounds Committee shall superintend the improvements and expenditures for the Campmeeting buildings, roads, walks and walkways; the cleaning, lighting, and maintenance of the grove; the operation, maintenance and extension of the water plant and sewage system; and the removal of garbage and rubbish.”

MEMBERSHIP

Per MGCA By-Laws, Article VII, Section 6, the committee “shall consist of at least two (2) Managers plus additional members from the community as deemed appropriate by the committee chairperson.” This has been interpreted to mean that the committee must include at least two Managers, but that the Committee Chair need not be a Manager.

MEETINGS

Not specified in the By-Laws. The committee shall have regularly scheduled monthly meetings, scheduled to occur two weeks before the regularly scheduled Board of Managers meeting, and at such additional dates and times as the committee shall determine from time to time. Committee members should be notified of the meeting date, time and location at least five days in advance, and an agenda shall be provided to each committee member at least one (1) day prior to the meeting. Minutes of each meeting shall be provided to all Board members at least seven (7) days prior to the subsequent Board of Managers meeting.

RESPONSIBILITIES

The Committee shall monitor the condition of and superintend maintenance, improvements, and associated expenditures for:

- MGCA-owned buildings and recreational facilities, (Tabernacle, sheds, pump house, garages, pavilion, library), structures, roads, parking areas, walks and walkways
- Cleaning, lighting and maintenance of the grove

- Oversight of operations of the community water system
- Oversight of community sewage infrastructure
- Ensuring removal of garbage, rubbish, recyclables, leaves, branches and other green waste
- Stormwater management
- Proper care of fire hydrants

Review all building permit applications, based on the current Rules & Regulations, and make associated recommendations to the Board.

- Approval for emergency permits can be granted by the Board President or appropriate officer.

Recommend to the Board, any additions, revisions and clarifications to the Rules & Regulations.

Oversee equipment maintenance and recommend to the Board any purchase of new equipment or sale/disposal of existing equipment and work in conjunction with MGCA staff to ensure that accurate records of all associated transactions are maintained.

For the proper execution of their duties, the Building and Grounds Committee may recommend that the Board of Managers employ a Superintendent and assign such duties as may seem proper. They may also appoint such additional persons for other duties and recommend contracts with vendors as they may deem necessary. The B&G Committee chairman shall be responsible to oversee the Superintendent, if one is employed.

Coordinate with the Tree Health and Maintenance Committee on tree care, removal, and planting, improvements to Campmeeting parks and green spaces, and development/implementation of a tree stewardship program.

Present (or submit) a committee report at each regular meeting of the Board of Managers

AUTHORITY

Per By-Laws article VII, Section 6, the Buildings and Grounds Committee, by the authority of the Board and with the approval of the Board of Managers, shall instruct and oversee the work of the Superintendent, any persons (employee) working under the MGCA Superintendent, and any vendors performing work under the auspices of or direction of the B&G Committee.

If a purchase has not been pre-approved as part of the annual budget, purchases above \$1,000 must be approved by the Board.

When selling/disposing of any MGCA equipment, all attempts to extract maximum value before disposal must be sought. Equipment valued above \$250 may not be sold without prior Board authorization.

When feasible, at least three bids will be sought for capital expenditures.

FUNDING/BUDGET

The B&G Committee must submit an annual budget to the Finance Committee, includes:

- Proposed budget requirements for long-term capital improvement plan.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021

Revision:

Rescission:

NOTES:

- At what value should sale of equipment require Board approval?
- Above what amount should bids be required for capital expenditures?
- Even if funds are generally allocated, should Board approval be required for expenditures above a certain threshold or for certain types of purchases?