

PAINTING COMMITTEE OF CIELITO LINDO DE TUBAC

Job Description

While a Painting Committee is not required by any of Cielito Lindo's governing documents, the budget for painting in the community accounts for an average of 15% of the annual expenses. The integrity of the community's visual appearance accounts for a significant portion of our property values. For this reason, the Association has decided to take responsibility for the cyclical painting of all of the homes within the community. Managing the painting activities that are necessary to sustain and improve Cielito Lindo's overall appearance requires focused attention on an annual basis, informed decisions and weekly, often daily, communications with homeowners and contractors during the annual painting process. Thus, the Board of Directors has created and authorized a Painting Committee to manage the painting affairs of the community.

MISSION STATEMENT

The Painting Committee supports the repair and painting of the exterior of Cielito Lindo homes and walls for the purpose of enhancing the overall value of the community.

JOB DESCRIPTION

- Collaboration with Association Manager
 - Together with the Manager, the Painting Committee identifies the homes to be painted each year, gets bids and selects a contractor for this painting, schedules the painting, advises homeowners of repairs needed prior to painting, and monitors the performance of the painting contractor.
- Record Keeping
 - The "official" Painting Chart is maintained by the Association Manager.
 - The Painting Committee maintains its own copy, ensuring that all the data is accurate and current.
 - Each year's targeted homes are identified from the Painting Chart and by visual inspection of the homes by the Painting Committee and each homeowner.
- Bids for Annual Painting
 - The Manager and a member of the Painting Committee collaborate getting bids.
 - A bid for the annual painting from a favored contractor is obtained each October for the following March's painting.
 - *Competitive* bids for the annual painting are obtained every five (5) years in October of the previous year.
- Scheduling the Annual Painting
 - The Manager advises each homeowner whose home is scheduled to be painted:
 - Of the approximate date the job is to be done.
 - Of any repairs that are needed to be completed prior to painting.
 - Of any preparations that the homeowner must do prior to painting.

- Examples: relocate pots and yard furniture, trim shrubs away from the walls, etc.
 - Of the scope of the painting that the Association will be doing,
 - Giving the homeowner the opportunity to have the painting contractor do additional work at the owner's expense
 - Example: paint the interior of the privacy walls
 - Of any changes and updates in the painting schedule for each home.
 - Communications with Homeowners are supported by the Painting Committee with each homeowner regarding;
 - Repairs
 - Special requests
 - Scheduling
- Oversight of Annual Painting
 - The Painting Committee and each homeowner inspects the results of the painting, noting any touch up needed, and signs off on a job complete.
 - The Manager or the Painting Committee notifies the painting contractor of any touch-up work needed.
- Budgeting
 - Based upon the data in the Painting Chart and inspection by the Painting Committee and the relevant homeowners, the homes to be painted in March are identified in October of the previous year and bids for those jobs are obtained prior to the Association's budget meeting in November.