

- **All Committees monitor and report issue and updates to the Sorrento Board of Directors (BOD) through the respective Liaison for that committee. Once the BOD evaluates the presented material a decision and direction will be completed by the board. The board may direct the committee to take action, but a committees cannot act on any item without Board approval.**

Building/Maintenance Committee:

- Quarterly walk through of community
- Community Gates – Entrance and pedestrian: Review for functionality and repairs – last lock installed pedestrian gate Q1 2020 and painted in Q1 2020.
- Misc. general repairs to common and limited common elements
 - Restroom flappers
 - Broken door handle assemblies
 - Coach light replacement
- Review pool equipment:
 - Visual/ sound review of pumps, filters and heaters
- Review/ Evaluate:
 - Roofs: Review for broken tiles or mold
 - Soffit / Facia and Downspouts: Review for any damages or mold
 - Building walls: Review for exterior cracks (these are cinderblock buildings and cracks are to be expected, the committee monitors for any expansion/ widening of those cracks.
 - Building walls: Review for “major” paint needs
 - Building walls and Fire Sprinkler: Complete minor paint touch ups”
 - Entrance Doors and Garage Doors: Monitor for damages, recommend necessary painting (Garage doors were painted in Q4 2019/ Q1 2020.
 - Building Windows: Review for caulking
 - Lanais and Lanai Screens: Review for holes – (Owner’s expense to repairs)
 - Reviews of buildings include the outside of the Amenities area buildings
 - Community Wall: Review walls and pillar caps for cleaning – last cleaning 2020 (note – major power washing will remove paint and require painting.
 - Pavers:
 - Quarterly:
 - Review paver replacement and repairs
 - Review for sunken pavers and needed repairs
 - Review results of Bio Wash and Power Washing (when completed)
- Evaluate Reserves for schedule of recommended repairs per schedule and obtain replacement costs (at BOD’s request)

Landscape Committee:

- Monthly walk through/ review of the community grounds
- Committee will inspect all of the areas listed below
- Findings will be reported to BOD and Management
- Committee will contact Earthcare to report issues for resolution

- Completed monthly
- Plants:
 - Review all plant health for pests and stress
 - Review trimming to be completed and completed
 - Review all dead plants are removed
 - Review all plants needing replacement in areas visible to the entire community
 - Review plants for proper irrigation
 - Review fertilization schedule discuss revisions (if necessary – generally Palms need extra)
- Turf:
 - Review turf for health – identify dead spots and source of issue – irrigation/ other.
 - Review fertilization schedule and weed control in turf
 - Review proper turf trimming and cutting
- Landscape Beds:
 - Review beds for proper edging
 - Review beds for proper weed control.
- Irrigation:
 - Review for dry hot spots
 - Review for wet spots
 - Review annual Irrigation pump service contract
- Lake:
 - Banks under oversight from the CDD – but we need to engage
 - Review the lake banks for excess erosion
 - Review grass line – twice we’ve gotten more grass on the banks
 - Black downspouts:
 - Review for breaks and weighted down
- Coordination:
 - Fall:
 - Trimming
 - Mulch installation
 - Sod installation – fall – determine areas to sod
 - 3 times a year:
 - Front color – flowers
 - Annually
 - Make budget recommendations for plant, sod, much and Misc. expenditures
- Committee Protocol
 - Once notified, Committee will follow up on all residential concerns with Earthcare for resolution
 - Spread sheet will be utilized to track residential issues and their timely resolution

- Spreadsheet will be sent to the Board and Management.
- Landscape Committee Representatives will have monthly walkthroughs with Earthcare
- Landscape Committee will have monthly meetings. Minutes will be sent to BOD and Management

Amenities Committee:

- Monthly or Quarterly meetings to review
- Review ongoing cleanliness and sufficient supplies for:
 - Restrooms
 - Gym
 - Clubhouse and covered patio and patio furniture
 - Schedule Clubhouse and Gym – floor cleaning- tile and carpeting
- Review pool surfaces for cleanliness:
 - (Pool walls/ bottom focus on black algae and dark spots)
 - Waterfall for algae and phosphorus build-up
- Review pool equipment:
 - Cleaning equipment (skimmers – life saving devices etc.)
- Review Bocce court and equipment
 - Games Balls
 - Bocce court granular base
- Update handwritten signage
- Annually
 - Make budget recommendations for expenditures on:
 - Gym equipment
 - Maintenance agreement
 - New Equipment
 - Any items at end of life
 - Patio Furniture (replaced banding on pool chairs Q4 2019)
 - Gym Equipment
 - Clubhouse furniture replacements to include tables, chairs carpet etc.
 - Bocce Sunshade

Compliance Committee:

- Monthly meeting to review and determine fine enforcement (if reviews of violations/ fines are needed)