

THE MONDAY CLUBHOUSE CONSERVANCY
BOARD OF DIRECTORS POSITION DESCRIPTION (2020-2021)

Position Title: Second Vice President – Chair of Building and Grounds Committee

Term: One Year (may serve up to two consecutive one-year terms)

Administrative Duties

Major Functions:

Pursuant to Section 52 of the bylaws, the Vice President(s) in order of rank, shall assume responsibility if the President is absent or disabled to perform all duties of the President. When acting so, the Vice President shall have all powers of and be subject to all restrictions of the President.

The Second Vice President serves as the Building and Grounds Committee Chair working directly with the Property Management Company, grounds subcontractors (if any) and the building and garden committee. The Second Vice President in office upon the adoption of these Expanded and Revised Bylaws shall assume the duties of this office.

The Second Vice President shall oversee and document the maintenance of the building and grounds, coordinate repairs and improvements with the property management company and landscape maintenance company, with approval from the Board of Directors and the General Membership.

Compliance Filing and Reporting:

Schedule and maintain the file for the semi-annual maintenance of the (5) Fire Extinguishers and (1) Range Guard fire suppression system located in the kitchen area. The maintenance service is performed by Mid-Coast Fire Protection (805) 466-0211.

Schedule and maintain the file for the semi-annual maintenance of the grease trap, which is located on the east side of the kitchen's exterior wall. This six-month maintenance is serviced by Clay's Septic & Jetting Inc. (805) 929-5065.

Schedule and maintain the file for the annual Source Control Class II Inspection of the Grease Trap located on the east side of the kitchen's exterior wall. The annual inspection is performed by Daniel Goulet, Class II Inspector with the City of San Luis Obispo (805) 781-7426.

Schedule and maintain the file for the annual inspection of the Range Guard fire suppression system located in the kitchen area and storage room. The annual

inspection is performed by Jason Beres, Fire Inspector with the City of San Luis Obispo (805) 594-8021.

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Other Duties:

Schedule and maintain maintenance of the Fire Alarm Detection and Security System provided by Alpha Fire. Contact is Nancy Sanchez, Fire Alarm Service Coordinator (805) 541-2527.

Schedule the grand piano tuning approximately every six months. This schedule can be modified in the event a tenant requests and pays for a tuning inside the six-month period. The approved piano tuner is Brian Alexander (805) 226-2272.

Update any new information needed on the City of San Luis Obispo Police Department Standard Form 602(o) pc - Statement of Ownership / Permission to enter land and request for assistance to enforce trespassing laws.

Coordinate scheduling of club use of building with property manager.

Timelines/Deadlines:

Vary according to projects, and/or as stated above.