Roles within GROC Committee – as of March 28, 2026

The ***Gramacho Residential Owners Committee*** (called GROC) is governed by a constitution dated 25th March 2022. There are sections within the Constitution which describe Vision, Mission, Election of Officers, as well as the ***Responsibility of the Committee*** as follows:

> ***7. RESPONSIBILITIES OF THE OWNERS COMMITTEE***
> *The major responsibilities of the Owners Committee are:*
> *a. Being the principal point of contact with the Administrator on all matters concerning the running of the common residential aspects of the Gramacho Complex.*
> *b. Whenever possible, to approach the Administrator and the Commercial Property Owners in a spirit of trusted partnership seeking solutions and avoiding problems.*
> *c. To review the Administrator's performance against the agreed service levels, initiate action where necessary and report to the Residential Property Owners whenever necessary.*
> **** There is no section «d» or «e»*
> *f. To review with the Administrator the annual budget and the actual quarterly and final financial results and, where appropriate, make recommendations to the Residential Property Owners.*
> *g. To review with the Administrator the proposed agenda for all AGMs and EGMs and, where appropriate, make recommendations to the Residential Property Owners on the voting for any items.*
> *h. To review from time to time with the Administrator, the Gramacho Rules and Regulations and recommend to the Residential Property Owners any changes it considers necessary.*
> *i. To ensure open and focused communication with all Residential Property Owners and promote the recreational opportunities offered by living on Gramacho.*

To supplement our Constitution, this document explains the ***Roles* of the Committee Positions**, and ***Key Responsibilities.***

Chairperson

Role: The Chairperson serves as the chief representative and leader of GROC and plays a vital role in ensuring the smooth functioning, safety, and development of the community in the relationship with the Administrator.

Key Responsibilities:

- Lead GROC and guide the committee in fulfilling its mandate effectively.
- Chair all GROC meetings and AGM, ensuring structured, respectful, and inclusive discussions.
- Ensure that all activities and decisions are in line with the rules, regulation, and constitution guidelines.
- (From Constitution) At meetings of the Owners Committee, each Committee member shall have one vote. Where the Owners Committee is evenly split, the Chair shall have a casting vote. However, a resolution which is in writing and signed and dated by all members of the Owners Committee is as valid as a resolution passed at a meeting and will be treated as passed on the date of the last signature.
- Work closely with the Treasurer in liaising with the Administrator on the annual operating budget and responsible use of residents' Sinking Fund.
- Provide a Chairman's report (overview) for each AGM.
- Be the key GROC-liaison as needed with Pinta Residential Owners Committee (PROC) and Carvoeiro Golf & Country Club (CGCC).

Vice-Chair

Role: Support the Chairperson and acts as their deputy. Steps in when the Chairperson is unavailable.

Key Responsibilities:

- Chair meetings in the absence of the Chairperson.
- Assist in planning and overseeing GROC projects and initiatives.
- Work closely with all committee members to ensure decisions are implemented.
- Help maintain good relationships with residents and the Administrator. Support any conflict resolution situations.
- Stay informed about all ongoing matters to ensure continuity of leadership when needed.

Treasurer

Role: Ensure transparency and accountability for the financial affairs of the association. Review with the Administrator the annual budget and the actual 6-month and final financial results and, where appropriate after discussions with GROC to, make recommendations to the Owners. Manage the 2 Sinking Fund bank accounts and provide statement updates as needed.

Key Responsibilities:

- Maintain accurate and up-to-date financial records of the Sinking Fund expenditures and credits including the transfer from the Administrator of the annual Sinking Fund contributions
- Prepare and present related financial reports to the committee and members.
- Handle payments from Sinking Fund for agreed upon services. Ensure invoices are paid on time.
- Ensure proper banking procedures and maintain records of all transactions.
- Oversee any financial audits and liaise with any external accountants or auditors.
- Provide report for AGM and address any questions.

Secretary

Role: Handle all administrative tasks and ensure accurate documentation and communication within GROC and onward to Owners.

Key Responsibilities:

- Prepare and circulate meeting agendas after suggestions from GROC members and in final consultation with the Chair.
- (From Constitution) The draft agenda for each Owners Committee meeting shall be distributed by the Secretary to each Committee member by email at least four days prior to the date of the meeting.
- (From Constitution regarding formal meetings with Administrator). If possible, the agenda should be agreed not less than seven days prior to the meeting date.
- Take minutes at meetings and distribute them to members. Provide final minutes to the Administrator for distribution and to GROC Communications for posting on the website.
- Maintain association records, including meeting minutes, all correspondence, legal documents and process documents (e.g. Ways of Working, Role description, insurance).
- Key point of contact for Owner inquiries / complaints – all communication to be responded to in a reasonable period of time with input from GROC on how to respond to complex inquiries.
- Bring forward / summarize correspondence at GROC meetings that the Secretary email has received from Owners since the last meeting.
- Liaise with the Administrator to issue notices for the AGM, EGMs and OMCs in accordance with GROC's constitution and required timelines.

Communication

Role: Use all available channels (website, quarterly newsletters, Owners' Board, Facebook page) to provide a high degree of GROC communication / information to owners.

Key Responsibilities:

- Manage communication channels: GROC website, quarterly newsletters, Owners' Notice Board postings, and Facebook page.
- Use these communication channels to ensure owners are informed about meetings, community rules, events, and important updates. Liaise with the Administrator as needed for any all-owner communications (aside from Minutes and AGM communication which are handled by Secretary)
- Act as the point of contact for owners' feedback, suggestions, and concerns related to communication.
- Maintain and update the association's website and social media page including access questions and acceptance into the group.
- Assist in drafting clear and friendly notices, announcements, letters and reports as needed.
- Liaise with PROC as appropriate on communication topics and platforms.

Security and Safety

Role: Work with the Administrator and GROC committee input to provide input to oversee safety and security matters on Gramacho, ensuring a secure and peaceful environment for all residents.

Key Responsibilities:

- Represent GROC / owners' interests with the Administrator and the security service provider to ensure effective coverage and patrols per annual contract. Liaise with PROC as needed on security issues as the Security contract spans both complexes.
- Assist in developing and enforcing security protocols and metrics (e.g. gate access, response time, visitor logs, CCTV) that can help the Administrator and GROC support contract reviews
- Promote resident awareness on safety matters (e.g., crime prevention tips, emergency contacts) – typically with an update in the quarterly newsletter and a report at the AGM.
- Be observant and report any issues regarding security and safety to the Administrator and GROC and follow up on resolutions.

Ensure Security contractor provides (at minimum) a quarterly Security update noting all incidents. Call-out and share any serious issues within GROC to ensure full awareness and resolution while maintaining strict confidentiality of owner incidents and situations. Provide summary report for quarterly newsletter.

Site Maintenance & Apartment Liaison

Role: Be the point of contact to investigate and follow-up with the Administrator on any maintenance issues that come to GROC's attention. This includes roads, lighting, common garden/green areas, garbage and recycling. Be the key representative for Apartment Owners and related issues that must be raised up through GROC and discussed with the Administrator.

- Ensure timely site maintenance and repairs through coordination with the Administrator.
- Share updates within GROC and for key communication channels such as Newsletter, AGM report, etc.
- Be proactive to suggest improvements to maintenance areas that benefit owners and the Administrator.
- Encourage each apartment complex to have a coordinator and to obtain adequate owner participation to hold AGMs. Liaise with individual apartment complex representatives regarding issues and help ensure these are addressed with the Administrator.

Assignment of Roles beginning March 28/26

- Chairperson – Dave Bruce (lending hand to Luis as he takes on Security), also IT-related interface for GROC re common IT/TV issues
- Vice Chair – Sandi Northey (+ Treasurer & Comms)
- Secretary – Sue Duncan (providing initial support to Christian especially as the new recycling proposal unfolds)
- Security & Safety – Luís Carvalho
- Maintenance & Apartment Liaison – Christian Barthel