



AMENITIES, INFRASTRUCTURE, AND MAINTENANCE COMMITTEE CHARTER

PREAMBLE

The By-Laws of the Bull Point Plantation Property Owners Association (BPPOA) provides the Board of Directors (BOD) with the authority to appoint committees “as it deems appropriate” in carrying out its purpose. Pursuant to such authority, the BOD has appointed the Amenities, Infrastructure and Maintenance Committee to provide it with advice and counsel to carry out the BOD’s purpose, as delineated in this Charter, and as may be revised from time to time by decisions approved by a vote of a majority of the members of the BOD.

The BOD has authorized the elected Chairperson of this Committee to inform the BOD of the status of ongoing endeavors undertaken by the Committee, and, in turn, to provide the Committee with guidance and direction as to the policies, decisions, and priorities of the BOD to ensure that the ongoing work of the Committee is consistent with its Charter and the BOD’s purpose.

PURPOSE/RESPONSIBILITIES

AMENITIES

The committee will work closely with the BOD, and Atlantic States Management (ASM) to assure all facilities are safe, properly equipped, fully supplied, well maintained, and ready for use by residents and their guests. Facilities include the Club House, River Cabin, Magnolia Island, Pool, Hot Tub, Pool House, Boat Yard, maintenance area, walking trails, boat ramps, docks, and common areas of lakes and ponds.

- To preserve and enhance the assets of the BPPOA.
- Develop an inspection checklist for all amenities of BPPOA.
- Develop an inspection schedule whereby each amenity is inspected on a routine basis and provide a routine report for the BOD.
- Work with Atlantic States Management Company (ASM) to be aware of amenity rentals, dates, times, etc. and inspect at least 2-3 days before to ensure our amenities are always in the best condition for our members, families & guests.
- Inspect the amenity following a rental to ensure the member and their guests returned the amenity to the best condition possible.
- Work with Atlantic State Management Company (ASM) to ensure the state of the amenity is reported to the BOD so their deposit may be returned or withheld for unfavorable conditions following the event.
- To assess common areas and amenities and make recommendations for improvements, repairs, and upgrades.
- To act as an advisory committee to the BOD on operations and any expansion of common areas or amenities.
- Provide a Committee report to the BOD at monthly BOD meetings when requested.
- Provide a “State of the Amenities” report to the BOD at least annually to include actions since the preceding report, immediate and future issues and potential solutions, priorities, and potential financial implications.

INFRASTRUCTURE

The Committee acts as an advisory group to the BOD and provides oversight, advice and counsel on the infrastructure needs of the community.

The Committee is responsible for the following:

- Maintain an inventory of all infrastructure items owned by Bull Point Plantation.
- Provide status reports to the BOD of current infrastructure conditions when requested by the BOD.
- Make recommendations in a timely manner to the BOD for the mitigation or correction of issues or problems.
- Oversee contracts for maintenance, repair, and construction of infrastructure items when directed by the BOD.
- Work with the BOD Treasurer to propose an annual budget.
- Assist the Strategic Finance Committee to develop a long-range financial plan for the future needs of the BPPOA related to infrastructure.
- Provide a “State of the Infrastructure” report to the BOD at least annually to include actions since the proceeding report, immediate and future issues and potential solutions, priorities, and potential financial implications.
- Provide a Committee report to the BOD at monthly BOD meetings when requested.

MAINTENANCE

The Committee shall work with the BOD to preserve and enhance the physical environment of all common areas, solicit information and bids from appropriate maintenance providers when directed by the BOD and monitor/inspect maintenance work for compliance.

The Committee is responsible for the following:

- Monitor maintenance needs of the community by performing inspections of common property including docks, boat landing, bulkheads, roadways, sidewalks, fences, retaining walls, buildings, storage/maintenance areas, lighting, signs, and other physical property elements.
- Assist and/or perform routine small repairs and periodic maintenance of these physical assets on a volunteer basis but are not bound to do so.
- Make recommendations to the BOD and, if needed, help write Requests for Proposals on larger projects, and alert the BOD about the need to budget for any future large projects.
- Serve as subject matter experts and consultants for the BOD on any issues related to repairs and maintenance.
- Provide a committee report to the BOD at monthly BOD meetings when requested.
- Provide a “State of the Maintenance” report to the BOD at least annually to include actions since the preceding report, immediate and future issues, and potential solutions, priorities, and potential financial implications.

REQUIREMENTS FOR MEMBERSHIP/REMOVAL

- The Committee shall consist of no less than three (3) members.
- Members serve at the pleasure of the BOD.
- Members should have a basic ability to understand construction fundamentals, infrastructure needs, and maintenance knowledge.

- Absence by any committee member from three or more consecutive meetings without excuse will be reported to the BOD.

MEETING FREQUENCY

- The committee shall elect a Chairperson and may rotate the Chair amongst its members at the discretion of the Committee.
- The BOD will be notified of Chairperson changes when they occur.
- The committee shall meet at least monthly.
- The BOD may also request special meetings of the committee.

COMMUNICATION & REPORTING

- The chairperson must submit an agenda to members at least three (3) days prior to a scheduled meeting to ensure that all members can review the agenda and prepare for the meeting.
- Minutes must be recorded and submitted to the BOD within ten (10) days following each meeting. Minutes shall include the date, time, place, member attendance and all votes of the meeting.
- The committee will notify ASM and the BOD if an issue arises from committee member interaction with an owner.
- The Chairperson may be required to report to the BOD or to a meeting of the owners.

AUTHORITY

- The Committee shall not direct vendors or contractors unless and only to the extent specifically authorized by the BOD. Such authority may then be exercised by the Committee, or by any member designated by the Chairperson to act on the Committee's behalf.
- Notwithstanding the foregoing paragraph each member shall have the authority to cause a vendor or contractor to stop work if there is a concern over legality, safety, or a strong potential for an unplanned outcome.
- Only the BOD may enter into, modify, or terminate a contract.