



BULL POINT PLANTATION MAINTENANCE COMMITTEE CHARTER

PREAMBLE

The Amended By-Laws of the Bull Point Plantation Property Owners Association (the “POA”), provides the Board of Directors (the “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 Maintenance Committee (the “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 appointed a member of the BOD to serve as its liaison to the Committee (the “Board Liaison”). The BOD has authorized the Board Liaison to observe and 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

The maintenance committee shall work with the BOD to preserve and enhance the physical environment of all common areas, solicits information and bids from appropriate maintenance providers when approved by the BOD, and monitors maintenance contracts for compliance. Assists in inspections as well as helping to identify corrective maintenance and preventative maintenance. The committee will also advise the BOD on capital improvement projects.

CHARTER / RESPONSIBILITIES

The Committee is responsible for the following:

- The committee shall monitor maintenance needs of the community by performing inspections of Bull Point Plantation’s common property, including docks, boat landing, bulkheads, roadways, sidewalks, fences, retaining walls, buildings, lighting and other physical property elements.
- The committee shall perform routine small repairs and periodic maintenance of these physical assets on a volunteer basis but are not obligated to do so.
- The committee may also identify projects for volunteers to help with on periodic community-wide work days.
- The committee shall make recommendations to the Board, and if needed help write Requests for Proposals, for contracted work on larger projects and alert the BOD about the need to budget for any future large projects.
- The committee shall serve as “subject matter experts” and consultants for the Board on any issues relating to repairs and maintenance.
- Providing a report to the BOD at least annually to include actions since the preceding report, immediate and future issues and possible solutions, priorities and potential financial implications.
- Accepting the Board Liaison’s guidance and direction as to the policies, decisions, and priorities of the BOD.

REQUIREMENTS FOR MEMBERSHIP / REMOVAL

- The Committee shall consist of no less than three (3) members.
- Committee members serve at the pleasure of the BOD.
- Committee members should have an interest in ensuring the maintenance and viability of the POA.



BULL POINT PLANTATION MAINTENANCE COMMITTEE CHARTER

- At a minimum, a member should have demonstrated ability to understand basic construction and maintenance.
- Absence by any Committee member from 3 or more consecutive meetings without excuse will be reported to the BOD.

MEETING FREQUENCY

- The Committee shall elect a Chairperson. The committee will rotate the Chair amongst its members at the discretion of the Committee.
- 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 at least three (3) days prior to a scheduled meeting in order 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 the Association Management and/or the BOD Liaison if an issue arises from Committee interaction with a owner.
- The Chairperson may be required to report to the full BOD or to a meeting of the owners.
- The Committee may be required to produce reports for publication on the POA website.

AUTHORITIES

The Committee shall not direct vendors/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 of the Committee designated by the Chairperson to act on the Committee's behalf.

- Notwithstanding the foregoing paragraph, each Committee member shall have the authority to cause a vendor/contractor to stop work if there is a concern over legality, safety, or a strong potential for an unplanned outcome. Any such action shall immediately be communicated to the BOD and the Association Manager.
- Only the BOD may enter into, modify, or terminate a contract.