



Plantation Harbor Property Owners Association

200 Sumter Court, Havelock, NC 28532

252-444-2528

phpoa@plantationharbor.org

REGULATION #02-02

BUILDINGS & GROUNDS COMMITTEE

DATE APPROVED: March 19, 2002

- A. The purpose of this regulation is to establish a Buildings and Grounds Committee for the association, and to initially define the purview of the committee.
- B. A Plantation Harbor Buildings & Grounds (B&G) Committee consisting of a chairperson, the association treasurer, and such other members as may be required is hereby established. The committee is to oversee upkeep and daily functioning of facilities within PHPOA.
- C. The chairperson provides oversight for the physical operation and maintenance of PHPOA facilities, excluding the Waste Water Treatment System (WWTS) chlorine treatment apparatus and spray field operations, which fall under the auspices of the WWTS Committee. The following activities and operations fall under the B&G Committee:
- | | | |
|--------------------------------|--------------------------------|------------------|
| building repair | grass cutting | pool maintenance |
| clubhouse facility maintenance | landscaping | street lights |
| gate maintenance | sewage collection system leaks | |
- D. During the six-month period following the approval of this action, the chairperson will assist in further defining the Committee's responsibilities. A list of suggested additions and deletions to the above list will be submitted for approval by the directors in October, 2002.
- E. Necessary work identified may be accomplished by the chairperson or by a contractor or vendor, as determined appropriate by the committee. The chairperson is authorized to take whatever action is required in case of an emergency such as a collection system leak, fire, etc. The chairperson, when personally performing necessary work, will be compensated at an hourly rate consistent with similar work performed by a contractor or vendor.
- F. The chairperson will routinely verify the completion of work associated with annually approved and budgeted items such as grass cutting. The chairperson may approve and expend up to \$250.00 for miscellaneous and routine items, per item or occurrence, on behalf of PHPOA. In all cases an itemized list of expenses will be submitted to the treasurer. The chairperson will initial all invoices, thus authorizing their payment by the treasurer.

G. The B&G Committee Chairperson will routinely report to the president and annually to the membership on activities accomplished, and to seek approval for major expenditures.

APPROVED:

/s/

J. Allen Heller
Director, PHPOA

/s/

James Mead
Director, PHPOA

/s/

George Radford
Director, PHPOA