

# LAKE COLUMBIA PROPERTY OWNERS ASSOCIATION (LCPOA)

## CHARTER

### Building Control Committee

#### **MISSION:**

The Building Control Committee shall be delegated responsibility and make recommendations to the Board of Directors in fulfilling its oversight responsibilities related to Deeded Restrictions building requirements as stated in the By-laws and Policies and Procedures, including lake bottom land, utilizing the Building Control Committee Forms, for the Lake Columbia Property Owners Association (LCPOA). Work of the Committee shall be data driven and consistent with the LCPOA Deeded Restrictions and Bylaws.

#### **AUTHORITY:**

The Board of Directors has established by resolution a Building Control Committee with oversight responsibilities as directed by the Charter or as additionally by the Board. The Charter is to be reviewed annually, and revised as necessary by the Committee, and presented to the Board, in response to the LCPOA needs.

#### **REPORTING AND COMMUNICATIONS:**

The Building Control Committee Chairperson shall report the Committee's activities to the Board each quarter and as needed as circumstances require. The Committee shall have prompt and unrestricted access to management and all relevant information and data.

#### **COMPOSITION AND TERMS OF APPOINTMENT:**

The Building Control Committee shall consist of an appointed Board Member, designated as liaison, and three Committee Members in "Good Standing" (as defined in the LCPOA Bylaws) approved by majority of a quorum of the Board. Committee Members may not participate in any more than two (2) Committees at a time. The appointed terms for the Committee Members will be for three-years, to coincide with the elections at the Annual Meeting in May and staggered in the beginning, so at least two Members carry over to the next election when a vacancy occurs to maintain continuity and fresh perspective. Quorum will require the attendance of two Members (with call in and/or virtual being acceptable as being present per LCPOA Bylaws). The Committee Members will elect a Chairperson annually, who is not a Board Member. All Committee Members must sign the LCPOA Board and Committee Code of Conduct Policy.

#### **MEETINGS:**

The Building Control Committee shall meet at least once each quarter and additionally as circumstances require. The Chairperson will manage the meeting using the agenda and summary templates provided.

#### **RESPONSIBILITIES:**

The Building Control Committee shall be delegated responsibility for approval or denial of all Building Control applications and reporting matters to the full Board. These matters shall include:

1. Approval or denial of applications, as described in the Deeded Restrictions and Policies and Procedures including lake bottom land.
2. The Committee Chairperson shall delegate the Committee Member who will be contacted to review an application.
3. The delegated Committee Member reviewing construction plans for compliance with the Bylaws, Deed of Restrictions, and Policies and Procedures including bottom land may include discretion such as safety in the approval or denial process of an application.
4. Monitoring compliance with Deeded Restrictions and Policies and Procedures including lake bottom land.
5. Coordinating with LCPOA Office Staff on all communications regarding Building Control.
6. Investigating and taking proactive measures, if necessary, regarding emerging problematic building control issues that may come to the Committee's attention and report to the LCPOA Board.
7. Ensuring that the Board receives accurate and complete information regarding the application process.
8. Performing any other oversight function as requested by the LCPOA Board.
9. The designated Committee Member's recommendation for approval or denial being the final step in the LCPOA process.
10. All Committees receiving a copy of the LCPOA Deeded Restrictions and Bylaws for reference.