

## **LAKE COLUMBIA PROPERTY OWNERS ASSOCIATION (LCPOA)**

### **CHARTER**

#### **Kelley Road Park Watercraft Ramp Ad hoc Committee**

##### **MISSION:**

The Kelley Road Park Watercraft Ramp Ad hoc Committee is assembled to investigate the reason for the closure of the ramp and discontinued use, determine the cause of the problems, potential solutions and costs to correct the ramp problems to be able to reopen the ramp. The Committee does not have the authority to engage a professional organization for engineering analysis, proposed solutions and costs without the prior approval of the Board.

##### **AUTHORITY:**

The Board of Directors has established by resolution the Kelley Road Park Watercraft Ramp Ad hoc Committee for singular purpose of repairing the Kelley Road Park watercraft ramp. The Committee reports to the Board and collaborates with the Parks and Strategic Infrastructure Committees.

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

The Kelley Road Park Watercraft Ramp Ad hoc 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 Kelley Road Park Watercraft Ramp Ad hoc Committee shall consist of an appointed Board Member, designed as liaison, a LCPOA Office Staff Advisor designated by the Office Staff Manager and a minimum of three Committee Members in "Good Standing" (as defined in the LCPOA Bylaws) approved by majority of a quorum of the Board. The appointed terms for the Committee Members will be the period required to complete the research and present a recommended solution to the Board. This Committee is not intended to be a long term, standing committee and will be dissolved upon completion of the mission. The Committee Members will elect a chairperson, who is not a Board Member. All Committee Members must sign the LCPOA Board and Committee Code of Conduct Policy.

##### **RESPONSIBILITIES:**

The Policies and Procedures Committee shall be responsible for reviewing and recommending matters to the full Board. These matters shall include:

1. Evaluate watercraft ramp existing condition and damage to determine problem assessment.
2. Consult with office staff to determine previous actions taken to resolve the problem.
3. Seek outside consulting groups to provide technical assistance in determining the problem and potential solutions. Submit proposal for hiring consulting group to the board for approval.
4. Collaborate with office staff for procurement of proposed services. Follow all Purchasing Policy requirements for solicitation, pricing and award recommendations.
5. Evaluate options for remediation of the problem. Seek pricing from qualified contractors for each option.
6. Collaborate with the Parks and Strategic Infrastructure Committees to seek their concurrence.
7. Submit final report and proposal recommendation to the Board for action.