

# **SEA PINES - GROUNDS AND MAINTENANCE COMMITTEE**

## 1. Organization

- 1.1. The Grounds and Maintenance Committee ("G&MC") shall consist of unit owners appointed by the Chairman of the Facilities Management Board ("the FMB"), one of whom shall be designated by the FMB Chairman as Chairman of the G&MC. The FMB Chairman should solicit and obtain majority approval from the FMB for all G&MC appointments.
- 1.2. G&MC meetings shall be held on a regular, published schedule. Meetings shall be open to all unit owners, staff of the managing agent, guests invited by the FMB, GM&C or managing agent, and those people brought by unit owners to support their presented variances.
- 1.3. G&MC approved minutes shall be distributed within 7 days to G&MC members, the managing agent and the FMB, via email (or hardcopy as needed.)

This is necessary since what occurs at G&MC meetings is often highly time-sensitive and waiting weeks or a month for the minutes where possibly controversial issues had been discussed means that any such issues may be "stale" by the time the FMB is made aware of them.

- 1.4. G&MC shall maintain reasonable records of proceedings and decisions made at all of its meetings.

Minutes shall provide the dates, times and locations of at least the next month's meeting(s). The minutes shall identify the names of the attending and absent G&MC members and, as much as possible, the names of attending non-members.

Minutes shall clearly and briefly describe the contents and disposition of every submitted variance request, whether the work was started or completed prior to the submission of the variance request and if so, whether the G&MC provided verbal approval before the submission or whether the work was started/completed before the G&MC had any knowledge of the work.

- 1.5. Notifications of changes to scheduled G&MC meetings or meetings to be held "out of schedule" shall be sent to the G&MC, managing agent and FMB as soon as possible.
- 1.6. The Committee shall consist of no less than five members (including the Chairman.) There shall be at least 1 but no more than 2 unit owners from each of the 4 phases appointed to the G&MC.

Of the unit owners on the G&MC, at least 1 and no more than 2 shall be members of the FMB.

- 1.7. The Managing Agent shall be a non-voting member of the G&MC.

- 1.8. A quorum of the G&MC shall consist of 1 member from 3 different phases.
- 1.9. The term of office for each G&MC member shall be for the year each FMB is in office, generally from the annual unit owners' meeting in May to the following May, unless the appointment is revoked sooner by the FMB.

## 2. Responsibilities

The G&MC is responsible for the following:

- 2.1. Overseeing the maintenance of Sea Pines buildings and grounds (i.e., the common property) within policies and budgetary guidelines determined by the FMB.
- 2.2. General observation of day-to-day maintenance operations, as they are carried out by the Managing Agent, his employees and subcontractors, as detailed in the current Standard Operating Procedures Manual, prepared and issued by the Managing Agent with the concurrence of the G&MC.
- 2.3. Meeting at least monthly (more or less, at the discretion of the Chairman) to review all unresolved maintenance matters, deal with new items which have come to the G&MC's attention, and coordinate the work of the maintenance crew (through the Managing Agent) with the desires of the G&MC. These sessions should be of a "give and take" nature, where the G&MC and the Managing Agent agree on priorities, methods and schedules for accomplishing the work at hand.
- 2.4. While informal cross-contacts between G&MC members and the Maintenance Supervisor and other employees of the Managing Agent are not discouraged, such contacts must be made with the understanding that these personnel receive their work instructions from the Managing Agent, and not from the G&MC members.
- 2.5. Requiring the Managing Agent, within reason, to have work for the Association performed in a cost-effective manner, which, of course, is part of the Managing Agent's fiduciary responsibility to the FMB.

Purchases of goods and services (authorized in the Association budget) up to \$5,000 per item may be made with authorization of a majority vote of the Committee and without authorization of the FMB. Items over \$5,000 will require authorization from the FMB. It is expected that proposed items in the \$5,000-and-over range will be put out to bid in every case where practical. The G&MC may require the Managing Agent to summarize bid results, for their approval, and, where appropriate, for approval of the FMB. The G&MC may also require the Managing Agent to explain those expenditures which he feels must be made on a cost-plus or other non-competitive basis.

If the G&MC votes to have a detailed review of competitive bids, and of invoices for labor and materials purchased for the Association by the Managing Agent, the G&MC may do so, provided that the normal office procedures of the Managing Agent are not disturbed unduly.

- 2.6. Investigating and approving (or disapproving, as the case may be) requests by unit owners for variances from the established rules and regulations regarding use of or encroachment on common property and elements. Forms and procedures for these matters are in use, and it is expected the G&MC will continue to deal with requests in an effective and fair manner.
- 2.7. Reporting to the FMB at each meeting of that group with a summary of what has transpired within the purview of the G&MC since the previous FMB meeting. If a question arises which cannot be resolved at G&MC level, or about which the G&MC feels the need of guidance from the FMB, it should be brought to the attention of the FMB or to the Chairman of the FMB in the event it is an emergency matter.
- 2.8. The G&MC and/or Managing Agent shall inform the FMB as soon as possible of variance violations or work requiring a variance being done without a variance.
- 2.9. As detailed in the by-laws, the G&MC has 60 days to act on a variance once it has been submitted to and received by the managing agent. The application shall be deemed received by the Managing Agent by the date stamped on the application by the Managing Agent. Failure of the G&MC to act on such a variance within 60 days is deemed to be approval by the G&MC and the FMB.
- 2.10. Any variance denied by the G&MC can be appealed to the FMB.
- 2.11. The G&MC shall deny any variance for a dormer.
- 2.12. All Variance Requests which generate additional living space or rooms shall be presented to the FMB.
- 2.13. Homeowner presentations shall generally be limited to 5 minutes at the discretion of the committee chairperson. (approved by the FMB, Sep 24, 2016)

### 3. General

The G&MC is responsible for work which accounts for a substantial percentage of the Association's annual expenditures. This is a time-consuming, frequently demanding and often aggravating task, but there are few more important to the Association's fiscal well-being, in both the short and long term. While intelligent dissent and constructive criticism are healthy, it is important that the G&MC members work in essential harmony. It is equally important that the Committee as a whole, the Managing Agent and the FMB consistently strive for the common goal of maintaining Sea Pines as an efficiently run condominium of excellence.