

**HILTON HEAD PLANTATION OWNERS' ASSOCIATION, INC.  
BOARD OF DIRECTORS**

**MAINTENANCE COMMITTEE**

**WHEREAS** Article X, Section 1 of the Hilton Head Plantation Property Owners' Association Bylaws grants the Board of Directors the powers and duties necessary for the administration of the affairs of the Association.

**WHEREAS** Article XII of those Bylaws grants the Board of Directors the authority to "...appoint committees as deemed appropriate in carrying out its purpose."

**NOW THEREFORE, BE IT RESOLVED THAT** a standing Maintenance Committee be established, having the following terms of references:

**RESPONSIBILITY**

The primary responsibility of the Maintenance Committee is to advise and assist the BOARD in developing policies for the preservation and enhancement of the physical assets and infrastructure of the HHPPOA, particularly in regards to the maintenance of and improvements to the buildings, grounds, roads, and facilities.

The Maintenance Committee performs functions, which include, but are not necessarily limited to, the following:

1. Observe and comply with the General Guidelines established for all committees.
2. Working with the Maintenance Manager, developing a buildings, grounds, leisure path, lagoon and facilities maintenance program to meet the requirements and desires of the community, with reasonable specifications and standards for maintenance established.
3. Monitor service requests to determine if there are any trends indicating a problem.
4. Assist in the development of long range planning for the most effective preservation and future use of the buildings, grounds, roads, leisure paths, lagoons and facilities.
5. Assist the General Manager/Maintenance Manager in the preparation of the annual operating budget and capital requirements for the development and continuation of an effective maintenance program for HHPPOA.

6. Make recommendations to the BOARD with respect to road and parking area improvements, bike paths, repairs and additions, curbing, repairs and improvements to buildings, facilities, grounds and lagoon maintenance.
7. Maintain a constructive and well-informed relationship with outside firms and agencies providing services such as water/sewer, electric, cablevision, etc., and with state agencies controlling such services.
8. Review, discuss and report to the General Manager/Maintenance Manager any problems, concerns, or recommendations made by residents.
9. Consider resident requests for alteration or special maintenance of POA owned property.
10. Perform such other functions as directed by the BOARD.

## **MEMBERSHIP**

The Maintenance Committee shall be composed of no more than seven (7) members of the HHPPOA, who shall be members in good standing throughout the term of office, in the following manner: a Chairperson who is a member of the POA Board of Directors, six (6) members of the HHPPOA. Two alternate non-voting members may be appointed at the discretion of the Board. The Director of Maintenance shall be a non-voting ex-officio member of the Maintenance Committee. Alternate committee members may participate in meeting discussions be appointed to sub-committees and vote if a member(s) of the committee is absent from a meeting.

## **ATTEST:**

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**DATE**

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**PRESIDENT**

CORPORATE SEAL