

DISCOVERY HARBOUR COMMUNITY ASSOCIATION GUIDELINES AND PROCEDURES OF THE COMMON GROUNDS COMMITTEE

I. Purpose

The Common Grounds Committee is a Standing Committee authorized by the Discovery Harbour Community Association (DHCA) Declaration of Protective Covenants Article V, and as reaffirmed per DHCA Bylaws Article III, Section 3(b) (2009, as amended) as the Common Grounds Committee (Committee) by Resolution 2012-R2. Per the DHCA Bylaws Article III, Section 3(d) (2009, as amended), the “Committee shall develop and maintain [this] procedures manual, which shall be reviewed annually” and updated as deemed appropriate and which shall be approved by the Board of Directors (BoD). The DHCA rules governing the procedures of the Committee as stated below establish the duties exercised by the Committee on behalf of the BoD. The Committee may also ask the Board Secretary to make editorial corrections to these guidelines and procedures at any time without BoD approval and may propose procedural changes to the BoD for approval at any time during the year when an issue arises that is deemed pertinent to bring to the BoD’s attention.

II. Responsibilities

The Committee is directed by the BoD to perform the following functions per the DHCA Bylaws (2009, as amended):

- A. Advise the BoD on all matters pertaining to the maintenance, repair or improvement of the Properties.
- B. Perform such other functions as the BoD, in its discretion, determines.

III. Goals

The Common Grounds Committee is established to oversee the maintenance of and recommend improvements to the buildings and grounds under common ownership of the members of DHCA.

IV. Committee Membership

The volunteer Committee members shall be DHCA members in good standing.

V. Committee Officer(s)

Per the DHCA Bylaws Article III, Section 3(c) (2009, as amended), “after the annual meeting and at the first BoD meeting, the members of the BoD, except the President, Secretary, and Treasurer, will organize themselves to that [one] is a Chair of the [Committee] and serving until the next annual Board of Director’s meeting.” Any vacancy occurring from resignation of the BoD Committee Chair shall be filled by another Director (excluding the President, Secretary, and Treasurer). At the first regular meeting of the Committee, the Chairperson shall assign an Alternate Chairperson to serve in the absence of or at the request of the Chairperson.

VI. Duties of the Chairperson

- A. Develop agenda for Committee meetings
- B. Preside over Committee meetings
- C. Oversee the maintenance of Association buildings and properties.
- D. Submit photos of projects to the office for posting on the DHCA website
- E. Prepare reports for all members for submission at each regular Board meeting and at the annual meeting
- F. Prepare annual budget with estimated expenses for each scheduled event
- G. Submit a newsletter article for the annual newsletter, including photos of events

VII. Meetings

The Committee Chair shall schedule monthly meetings. Meetings shall be published.

VIII. Functions of the Committee

A. The Committee shall be responsible for maintaining the interior and exterior of the Association buildings, including the office, assembly hall, bathrooms, fire station, rock walls, and landscaping. The Committee will determine if projects can be done by volunteer work, contractual employees, or a third party contractor.

1. In accordance with the DHCA Bylaws Standing Rule #8 (2009, as amended), unless of an extremely minor nature, all services provided to the Association should be “under contract”. The Board of Directors determined that any service costing less than \$1,000 is considered to be of a minor nature. All contracts shall be awarded in accordance with the guidelines in this Standing Rule.

2. In addition to the guidelines for awarding contracts in the DHCA Bylaws Standing Rule #8 (2009, as amended), first consideration for contracts should be given to Members of DHCA. All contractors must provide proof of liability and workman’s compensation insurance, and list DHCA as an additional insured.

3. Per Article XIV of the DHCA Charter of Incorporation (June 1982, as amended), an affirmative vote of a simple majority of the votes cast by the Members shall be required for an authorization to assess Members for capital improvements in excess of \$5,000.

B. The Committee should conduct a physical analysis of all buildings and signs owned by the Association and prepare a report of anticipated major repair and replacement projects, such as roof replacement, painting the buildings, etc. This report should include a schedule for the expected useful life of all capital improvements.

IX. Guidelines for Contractual Employees

A. All contractual employees must provide proof of liability and workman’s compensation insurance and list DHCA as an additional insured.

B. The Committee shall review the janitorial and landscaping contracts every two (2) years.