



Pelican Strand
Roads & Infrastructure Committee Charter

1. Purpose:

The purpose of the Roads and Infrastructure Committee is to advise the Pelican Strand Board of Directors on matters pertaining to maintaining the roads and infrastructure of the Pelican Strand Community. The committee will make recommendations for funding road and infrastructure maintenance, improvement priorities and completion schedules. It will provide oversight, but not direct control of road maintenance. The committee does not have the authority to commit funds or make contractual obligations. The committee has no established budget; however, if funds are required they must be approved in advance by the Board of Directors.

2. Type of Committee:

This will be a Standing Committee serving the Board of Directors on a continuing basis, meeting as required by the level of activity and/or as often as deemed necessary by the Board of Directors.

3. Membership

The committee should consist of no less than three and no more than five members. Any homeowner in good standing may serve as a committee member; good standing is defined as having no outstanding assessed fines, violations, delinquencies, and no felonies. Members shall elect a Committee Chairperson, Vice Chairperson and a Secretary, dependent on the committee's size, with the minimum being a Chairperson and Secretary.

The Committee Charter and Chairperson's contact information will appear on the Pelican Strand website (www.pelican-strand.org) or may be obtained by contacting a member of the Board of Directors. The Committee Chairperson will be responsible to report to the Board of Directors in a timely manner determined by the scope and level of committee activity. All members will serve at the discretion of the Board of Directors.

4. Schedule:

Meetings shall be scheduled as often as deemed necessary by the level of activity and/or by the directive of the Board of Directors. Scheduling will be the responsibility of the committee chairperson. Notification of the date, time and meeting location shall be sent to all committee members and Directors, preferable by email.

5. Responsibilities:

- a. The Chairperson or his/her designee will be responsible to present a committee report of any meeting activity at the next regularly scheduled Board of Directors meeting.
- b. Develop and inventory of current conditions of all roads and drainage systems, street signs, road signs, bulletin boards, mail boxes, and pylons within Pelican Strand.
- c. Recommend preventive maintenance and repairs to the Board of Directors to all roads, and drainage systems, street signs, road signs, bulletin boards, mail boxes, and pylons.
- d. Maintain a thorough history of maintenance performed on all roads and drainage systems and infrastructure with Pelican Strand.
- e. Assist the Board of Directors in contracting private vendors for road or drainage projects or infrastructure maintenance or repairs within Pelican Strand.
- f. Develop long range plans for projects within Pelican Strand.

- g. Coordinate with the Finance Committee and Board of Directors regarding both annual and long range budget requirements for all ongoing maintenance of roads and drainage systems in Pelican Strand.

All committees are expected to adhere to the Declaration of Covenants and Restrictions and the By-Laws of the Pelican Strand Community.

Above subject to changes with approval of the Board of Directors

Approved by the Board of Directors – May 25, 2016

Revised and approved by the Board of Directors – July 14, 2016 and November 30, 2016