

# **Lakes of Buckingham Standing Committees**

## **LONG RANGE PLANNING COMMITTEE**

The Long-Range Planning Committee is a standing committee of the Lakes of Buckingham Board of Directors. Its activities and responsibilities include the following:

- Anticipate the financial needs of the Association beyond the current fiscal year.
- Evaluate the input from other standing committees of LOB pertaining to future expenditures.
- Coordinate with Agent to prepare a long-term plan for preserving and maintaining the entire LOB property.
- Make recommendations to the Board of Directors for changes in owner fees to finance needs identified by the Chair, Agent, and Standing Committee.
- Report to the Association membership at the Annual Meeting.
- Report monthly to the Board.

**The Treasurer shall serve as the Chair of the Long-Range Planning Committee. Additional members are the President, Vice President, Secretary and at least two additional residents.**

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## **GOVERNANCE COMMITTEE**

The Governance Committee is a standing committee of the LOB Board of Directors. Its responsibilities include the following:

- Work with the Agent to assure actions of the Board comply with the by-laws, covenants and policies of the Association.
- Make recommendations to Agent and Board on need for written rules to clarify portions of the by-laws for Association owners.
- Write rules and regulations for consideration and action by the Board.
- Propose to Board amendments to the by-laws with the assistance of the Agent and legal counsel.
- Coordinate action with other standing committees of the Board, when necessary, particularly when violations of the by-laws and agreements are observed. For example: political signs in common area, untethered animals, etc.
- Monitor LOB on a regular basis to assure owners are adhering to the by-laws, covenants, and policies of the Association.
- Write form letters, with assistance of Agent, to advise owners of violations or to seek corrective action.
- Report monthly to the Board.

**Debbie Woodroof shall serve as the Chair of this committee. Additional members include: Ted Williams, Mike Majewski, Tom Needham, John Small and Paul Hemmeter.**

## **HOSPITALITY COMMITTEE**

The Hospitality Committee is a standing committee of the Lakes of Buckingham Board of Directors. Its activities and responsibilities include the following:

- Coordinate, with Agent, the preparation and distribution of a Hospitality Kit to new owners within LOB.
- Select, with the assistance of Agent and Board, contents of the Hospitality Kit.
- Advise Agent, when possible, of changes in ownership or residency in LOB.
- Make personal visitations with new owners within LOB.
- Organize social events during the summer season and select dates and locations of such events.
- Recommend to Board expenditures related to hospitality activities.
- Report monthly to the Board.

**Karen Gleave shall serve as the Chair of this committee with the remainder of the committee members being residents. Block Captains may be utilized in distributing materials as needed.**

## **GROUNDS COMMITTEE**

The Grounds Committee is a standing committee of the Lakes of Buckingham Board of Directors. Its activities and responsibilities relate to landscaping (trees, shrubs, perennials), irrigation and lakes and ponds in the common and limited areas of the Association grounds in addition to all street markers, curbing, and streets. In executing these responsibilities will include the following:

- Assist the Agent in preparing criteria for contractor performance.
- Review contractor bids before presentation, with recommendation to the Board.
- Assist Agent in assuring contractor performance is to contract
- Assist Agent in conducting a spring and fall review of LOB grounds to ascertain needs for repair, maintenance, replacement, or removal of shrubs, trees, etc.
- Obtain from irrigation Contractor a map of zones and time of operation in each zone for Board records.
- Coordinate with Agent for obtaining approvals from the Department of Natural Resources to destroy nests/eggs of migrant birds (Canadian Geese, ducks, etc.).
- Recommend actions to Agent to inhibit erosion of shoreline in both north and south lakes.
- Oversee with Agent preparation of a five-year plan to upgrade irrigation system and tree removal/maintenance.

- Assist the Treasurer and Agent in preparation of the Annual Budget and five-year plan (Reserve Fund Planning) on matters related to Site Requests.
- Assist Agent in responding to homeowner concerns.
- Ensure no gasoline powered boats are used in the lakes and ponds.
- Initiate an annual cleanup of the shoreline and waters to remove debris.
- Perform regular inspections of all lakes and ponds with special attention to closed culverts, silt covering drains, the irrigation intake manifold, safety of the dock, wildlife damage, adequacy and condition of all signs around the lakes, etc.
- Along with all residents living on the lakes and ponds will keep under surveillance and report to police as needed all trespassers (nonresidents) who are using the lakes for fishing or swimming.
- Monitor water level in lake where take-up is located. Interface with Lakes and Ponds Committee and neighboring Buckingham Community Associations.
- Make recommendations to contractor to change style of head in locations where excess or misdirected water is evident.
- Coordinate other LOB Standing Committees (Amenities, Architectural, etc.) to correct site problems. For example, drainage, common area plantings, etc.
- Conduct a monthly review of LOB grounds to identify potential problems.
- Assist Agent in obtaining repair to driveways, curbing, and streets that require City Assistance.
- Make recommendations to the Board to modify procedures related to mowing, mulching, planting, snow removal, tree removal, irrigation, etc.
- Make recommendations to the Board for specific rules or regulations needed for common areas.
- Report monthly to the Board.

**Ted Williams shall serve as the Chair of this committee. Additional members include: Debbie Woodroof, Mike Majewski, Jim McCann and at least two additional residents.**

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## **AMENITIES COMMITTEE**

The Amenities (Pool, Clubhouse & Tennis Court) Committee is a standing committee of the LOB Board of Directors. Its activities and responsibilities shall include the following:

- Assist Agent in preparing criteria (job description) for pool attendant and clubhouse cleaner performance.
- Review pool manager's employment agreement and clubhouse cleaner before presentation to the Board.
- Establish hours of operation for pool, clubhouse and tennis courts.
- Establish an opening and closing date for the swimming pool.
- Establish date for placement and removal of tennis court net.
- Establish and update guidelines for usage of tennis courts, clubhouse and pool. Procedures will be maintained in the policy manual and communicated annually to all residents.
- Establish, communicate and monitor standards for managing policy infractions and when amenity access will be turned off/on.
- Coordinate with the Agent and the pool manager the preparation phase of pool opening (removal of cover, shock treatment, chemical additives, installation of all required signage, health inspector's visitation, etc.)
- Coordinate with Agent and pool manager the shutdown phase of pool operations.
- Provide input to Agent and pool manager on hiring of sub-contractors. For example: pool cover replacement and removal.
- Advise Agent to pump water or clear debris from pool cover when necessary.
- Coordinate through Agent the distribution of access fobs to all facilities and rules pertaining to use.
- Make recommendations to the Board on replacement and/or repair of all furniture (umbrellas, chairs, lounges, tables, etc.).
- Make recommendations to the Board on replacement and/or improvements in exterior and interior lighting, plumbing, floor covering, etc. for clubhouse and restrooms.
- Assure all safety equipment is available and operational.
- Assist the Treasurer in preparation of annual budget and five-year plan (Reserve Fund Planning) on matters related to pool, clubhouse and tennis courts. For example, tile and decking, tennis court nets and playing surface, gates and locks, painting, roofing, signs, etc.
- Assist Agent in responding to homeowner concerns
- Report monthly to the Board.

**Stan Scheumann shall serve as the Chair of this committee. Additional members include the following: Janet Papiernik, Kenderick Boyd, Jennie Keltsch, Linda Witte and at least one additional resident.**

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## **ARCHITECTURAL COMMITTEE**

The Architectural Committee is a standing committee of the Lakes of Buckingham Board of Directors. Its activities and responsibilities include the following:

- Oversees the architectural integrity of Lakes of Buckingham.
- Any proposed additions to, or modifications of, the exterior appearance of buildings, residences, common areas, or limited common areas, shall be initiated through the Agent and the Committee. For example: trellises, sun rooms, decks, etc.
- Review and state the need for an Architectural Request Form.
- Work with the Agent to prepare and maintain the standards for all material for the exterior of units, to include: siding, roofing, painting colors, etc.
- Assist the Agent in maintaining a list of contractors for maintenance of exterior of buildings. For example: painting and roofing.
- Coordinate with Agent all proposed changes to the exterior of homes by means of the Architectural Request Form and it shall: Keep a record of all such forms and inspect work in progress and upon completion as to compliance with by-laws and proper materials.
- Coordinate with Agent the selection and purchase of lampposts to preserve the architectural integrity of LOB.
- Assist the Treasurer in preparing annual budget and five-year plan on matters related to structures on the common areas. For example, entrance signs and maintenance of yard posts and lights.
- Report monthly to the Board.

**Mike Majewski shall be the Chair of this committee. Additional members include: Karen Gleave, Tom Steinhauser, Janet Papiernik and at least two residents.**