

PMCPOA COMMITTEE CHARTER

OVERVIEW

By resolution passed at its regular meeting held on January 19, 2019 the Board of Directors of the Pine Mountain Club Property Owners Association, Inc. hereby grants this charter to the Environmental Control Committee, a standing committee of the Association.

PURPOSE

The purpose of the Environmental Control Committee is to: Protect and preserve the environment as defined by the Environmental Control Directives.

The committee chair will review and discuss with the committee the Common Rules of All Committees at the beginning of the fiscal year.

CHARTER

- I. **Authority:** The Environmental Control Committee (ECC) is a standing committee authorized by Pine Mountain Club Property Owners Association (PMCPOA) By-Laws, Article 7, Section 7.01.
- II. **Recitals and Definitions:** Applicable Environmental Control Directives as used in this Charter shall mean the PMCPOA By-Laws and the PMCPOA Environmental Control Code, plus any other directives as may be enacted from time-to-time by the PMCPOA Board of Directors (BoD).
- III. **Responsibilities:** The Committee is authorized and directed by the BoD to perform the following functions:
 - a. Primary responsibility to review and make recommendations to the BoD regarding approval or disapproval of proposed new structures and or additions / deletions to lots and other land use in Pine Mountain Club (PMC).
 - b. Review the Environmental Control Code at least once each year, and recommend to the BoD any changes / updates to it that it deems appropriate.

- c. Prepare, modify when necessary and recommend to the BoD, a permit fee structure / schedule.
- d. Observe, report and cite non-compliance with the applicable Environmental Control Directives by association members and recommend to the BoD fines to be assessed members for non-compliance with those directives.
- e. After giving appropriate notice time frame to the owner(s) of a specific lot or lots which are in non-compliance with the applicable Environmental Control Directives, the Committee may upon approval of the BoD authorize the Environmental Control Officer to take any and all of the following actions to bring such lot / lots into compliance with the Environmental Control Directives:
 - 1. Contact an appropriate local, county or private agency to determine actions which may be taken to bring the lot into compliance.
 - 2. With approval of the BoD authorize actions to bring the lot into compliance.

IV. Review Procedures:

- a. Two (2) sets of plans, a PMCPOA permit application, all fees paid in full and all applicable Environmental Control Directives must first be submitted to the Environmental Control Officer for review. The plans must be received at least seven (7) days prior to the scheduled or special ECC Meeting for their action.
- b. The Committee shall use a check-list on each project to indicate whether the project complies with the Environmental Control Directives; this checklist, along with the applicant's permit application shall become a permanent part of the approval / disapproval form by attaching it to the set of plans or other documents submitted to the Committee.
- c. Approval / disapproval shall be written notification to the member, following the ECC Meeting and shall be reported to the BoD. Disapproval shall be sent to the member by certified mail.

records of the Committee at least five (5) working days prior to the date of the meeting. Special meetings will also be posted on the PMCPOA Clubhouse bulletin board seven (7) days prior to the date of the meeting.

- a. All meetings are to be conducted using Robert's Rules of Order.
- b. An agenda is to be prepared for each meeting. Any PMCPOA member may request that an item be placed on the Agenda by notifying and submitting the appropriate paperwork / documentation to the Environmental Control Office seven (7) working days in advance of the meeting.
- c. A PMCPOA employee shall act as recording secretary.
- d. All Committee actions shall be taken in formal session only.
- e. All Project Recommendation Forms shall be completed by an ECC member and signed by a BoD Liaison.

MEMBERSHIP

Desired qualifications for this committee include but are not limited to:

- a. **Composition:** The Committee shall be composed of up to five (5) volunteer PMC members in good standing. A PMCPOA Board Liaison appointed by the BoD shall serve as a non-voting member of the Committee.
- b. **Qualifications:** It is recommended that the volunteer members be qualified in reviewing plans and / or general environmental concerns / knowledge, preferably with experience in construction, engineering, or related fields.
- c. **Impartiality:** All Committee members must act in an impartial manner and uniformly apply the Environmental Control Directives.
- d. **Attendance:** A Committee member may be dismissed for three (3) consecutive un-excused absences from ECC meetings. If a Board Liaison misses three (3) consecutive meetings with un-excused absences from ECC meetings, the Committee Chairman may ask the BoD to remove

the liaison and appoint another Board member to serve with the Committee.

- e. ***Vacancies:*** Any Committee vacancy shall be filled as soon as possible. Applications for Committee membership to fill a vacancy shall be accepted only when a vacancy arises. Solicitations shall be posted in the PMCPOA clubhouse and published in the Condor and PMPOA Bulletin. Potential Committee members shall be screened by the ECC and recommendations for appointment to the ECC given to the BoD.

Members of this committee are required to follow the Association rules for all committees in article 19.

MEETING TIMES

This Charter is subject to the Common Rules of All Committees.

This Charter supersedes all previous Charters.