

ROADS & BUILDING COMMITTEE CHARTER

MISSION STATEMENT: The stated mission of the Building and Roads Committee (BRC) is to maintain the high-quality and consistency of the aesthetics, functionality, and design of the buildings, roads, and other site developments found throughout the Cape George Colony Club

PREAMBLE

1. As an advisory body to the Board of Trustees, the BRC is responsible for interpreting the architectural guidelines of the community and making recommendations to the Board of Trustees (Board).
2. Beyond reviewing private development proposals for Covenant and Building Regulation conformity, a crucial component of the BRC's participation is reviewing development and redevelopment proposals and contributing advice to the Board regarding the integrity of Community owned and operated facilities.
3. The Committee will have a minimum of five members, composed of a chairperson, and two volunteer members with an interest and technical background/training in the building and property regulations area, or engineering or building and/or road construction plus two members of the Board having voting rights.
4. Membership on this Committee must be approved by the Board. (CG By-Laws, Article VI, #6, Committees of the Board.)
5. The Committee Chairperson is approved by the Board and will serve for a two-year period beginning after the August Board meeting. In the event a member resigns, a new member may be appointed by the Board to serve the remaining two-year term. Committee members may serve more than one term consecutively.
6. The committee does not have any spending authority except as explicitly granted by the Board of Trustees.
7. Written minutes of all meetings will be kept by the committee and submitted to the Board. The Committee chairperson or other designated committee member will submit an annual written report for the Cape George Annual Membership Meeting.

8. The Committee will meet monthly or as necessary with a minimum of January, March, June and September.

DUTIES - Buildings

1. Be familiar with the building and property regulations of Cape George Colony Club.
2. Review proposed Community facility development, repair and/or alterations and forward advice to the Board, lending expertise of Committee members to the Board regarding architectural, building, drainage, land alteration, and road and pedestrian facilities related technical matters,
3. Participate in or conduct studies and coordinate investigations into facility conditions, facilities maintenance upgrades and repairs as requested by the Board or Manager.
4. Advise club members on building and property regulations pertaining to members' building problems.
5. Advise prospective buyers, real estate personnel, and other interested parties on matters pertaining to building and property regulations.
4. Inspect all building plans submitted for conformance with the building and property regulations and advise the General Manager of their findings so that the General Manager can issue permits as necessary
5. Receive variance applications from members and arrange a hearing on the variance in compliance with Section V. Variances, of the Building and Property Regulations approved by members on 14 December 2006.
6. Work with members to resolve issues regarding construction of fences, decks, outbuildings and/or other situations requiring review in accordance with the building and property regulations, referring any possible issues of nonconformance to the Board of Trustees for review.
7. The Chairperson will present written and oral reports to the Board of Trustees when appropriate. The chairperson will also submit an annual written and oral report at the CG Annual Membership meeting.
8. Refer matters requiring policy interpretation or consideration to the Board.

DUTIES – Roads

1. Make periodic inspections of the community road system and report the status to the Board.
2. Make recommendations to the General Manager and Board for improvements, repair, or changes to the community road system.
3. Advise the Board and General Manager to help build and maintain an adequate reserve fund to be used for periodic replacement and major repair of the road system.
4. Review and approve/disapprove Driveway Connection Permit Applications (BG06a) and perform inspections of newly installed driveway aprons for compliance.
5. Review and approve/disapprove applications related to roadside drainage ditches per the Earthworks Section (5) of the Building and Property Regulations and permit application BGo2a.
6. The Roads & Building Committee will inspect for missing driveway aprons in April and October of each calendar year and submit a written list of lots missing driveway aprons to the General Manager for violation notice processing.