

ROADS & BUILDING COMMITTEE CHARTER

PREAMBLE

1. The Committee is advisory to the Board of Trustees.
2. Committees that exercise the authority of the board shall have two or more members of the board on that committee.
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.
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.
7. The Committee Secretary will keep written minutes of all meetings and submit 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 in January, March, June, & September each calendar year and additionally as necessary.

DUTIES - Buildings

1. Be familiar with the building and property regulations of Cape George Colony Club.
2. Advise club members on building and property regulations pertaining to members' building problems.
3. 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, tree removal, 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.

Katie Habegger, President

Joel Janetski, Secretary