

**CHARTER**  
**ENGINEERING & FACILITIES COMMITTEE**  
**OF THE**  
**LAKE SAINT LOUIS COMMUNITY ASSOCIATION**  
Approved by Board of Directors on July 24, 2012

**MISSION STATEMENT:** To assist the Board of Directors whose mission is to provide facilities and services and to protect, maintain and improve the physical assets of the Community Association in the best interest of all its members.

**PURPOSE:**

1. The purpose of the Engineering and Facilities Committee ( the Committee ) is to provide the Board of Directors with the technical support needed to anticipate, evaluate and resolve issues regarding the assets of the Community Association. The Committee will perform duties and have such powers as may be provided by resolution of the Board of Directors.
2. The Committee is to develop and/or review procedures and specifications necessary to address any lake, land, facility or appurtenance issues of a technical nature, including but not limited to dam maintenance, silt removal, debris removal, shoreline stabilization, boat docks and facility improvements.

**RESPONSIBILITIES AND LIMITATIONS:**

1. Standing committees are established under Article XVII, Section 2 of the LSLCA By-Laws. Therefore, the Committee does not have and cannot exercise the authority of the Board of Directors in the management of the affairs of the Association.
2. The Committee will seek approval from the Board of Directors PRIOR to contacts with outside agencies (local, city, county, state, federal, etc.) and will immediately inform the Board of all such contacts. The Committee shall not obligate the CA in any way (financially, legally, etc.) without specific approval by the Board of Directors.
3. The Committee will review the technical issues involved in silt and contaminant measurement, control and removal from the lakes.
4. The Committee will develop and recommend plans to restrict the flow of silt into the lakes.
5. The Committee will provide the Board of Directors with estimates of when and where dredging will be necessary and will estimate the cost of such dredging.
6. The Committee will develop and recommend plans to restrict the flow of logs and debris into our lakes.

7. The Committee will develop and recommend plans and procedures to remove logs and debris from the lakes. This task shall include evaluation and recommendation of appropriate equipment.
8. The Committee will evaluate water quality testing procedures employed for the lakes and shall monitor water quality.
9. The Committee will review and evaluate methods, procedures and materials for shore stabilization and will recommend plans and procedures for future implementation.
10. The Committee will develop, review and recommend technical specifications for boat docks ( both CA and privately owned ) and lifts, including materials used and a checklist for the inspections to be performed by the staff.
11. The Committee will identify and evaluate, during the planning stages, the technical issues involved in proposed facility enhancements, repairs and additions to amenities, including those suggested by other committees or organizations, and will report such issues to the Board of Directors.
12. The Committee will perform technical and engineering analysis of any problem or project assigned by the Board of Directors, and provide recommendations for solutions, plans and procedures, as requested by the board.
13. The Committee will review the technical aspects of bid specifications, cost estimates, fund appropriation, and actual expenditures for those projects assigned to it by the Board of Directors.
14. The Committee will review the condition of the dams and spillways and make recommendations to the Board to assure compliance with all Federal and State regulations. Maintenance procedures, changes in Federal and or State regulations, deterioration and wear and tear due to natural forces and proposed modifications are to be included in this review.

#### CONFLICT OF INTEREST:

Any member of the Committee who stands to gain personally, professionally, legally, or financially, through any affiliation with a company or organization, or through partial or total ownership of any asset involved in a CA decision, may not be involved in any way with competitive procurement procedures, such as cost estimates, line item budgeting, contract review, preparation of bid specifications, evaluation of proposals, contractor selection, and/or assessment of contractor performance. Such member must inform the Committee of such conflict of interest and may not participate in the discussions or voting regarding said procurement or transaction. In special cases where this member may be in a unique position to supply critical information pertinent to the decision to be made, the issue may be presented to the Board of Directors for a decision regarding the potential conflict of interest.

## COMMITTEE SELECTION, TERM AND QUALIFICATIONS:

1. Members of this committee will be appointed by the Board of Directors. Candidates for membership shall be reviewed by the Committee and comments shall be submitted to the Board.
2. Term will be three(3) years with a minimum of one (1) term expiring each year. Terms will commence in January and expire in December.
3. Vacancies on the committee will be for an unexpired term.
4. All Committee members must be members of the LSLCA in "good standing", as defined in the LSL Covenant and Restrictions and/or By-Laws
5. The Committee will consist of not less than five (5) members and not more than ten (10) members. (Amended from nine to ten members on 2/27/24)
6. Any member of the committee desiring to serve an additional term may do so with the approval of the Board of Directors.
7. The Committee members may serve as a voting member on only one standing committee.
8. Any individual or recognized group may submit a name of one of their members to the Board of Directors for consideration and approval by the Board of Directors.
9. Any Committee member missing three (3) scheduled meetings in one (1) calendar year may be removed from the Committee by the Board of Directors.
10. No more than one (1) member of a household may serve on the Committee.
11. Qualifications for membership on the Committee include:
  1. Members should have an understanding of engineering principles.
  2. Members should have an understanding of the environmental and biological impacts on lakes and streams as they pertain to pollution and erosion control.
  3. Members should be able to understand engineering and facilities related projects, including bid and proposal analysis and evaluation.

## LEADERSHIP:

1. The Committee shall elect a chairperson, vice chairperson, and secretary subject to the approval of the Board of Directors. The chairperson or a designated person shall attend all regularly scheduled Board meetings and other meetings/functions as requested by the Board. The Committee member presenting the Committee report at the Board of Directors meeting should have attended the Committee meeting being reported on. The

Chairperson shall serve no more than three (3) consecutive years.

2. Each officer elected shall serve one year (Jan.-Dec.). If there is an officer vacancy the Committee will elect a recommended new officer at its next regular meeting to submit for Board approval. Newly approved Committee officers will assume their responsibilities at the first Committee meeting following their approval by the Board.
3. The vice-chairperson shall conduct committee meetings in the absence of the chairperson or at the direction of the chairperson and assist the chairperson with committee business/functions.
4. The secretary shall record minutes of committee meetings, keep records of members attendance and assist the chairperson with committee business/functions.

#### MEETINGS AND REPORTS:

1. Meetings will be open to the CA membership. Regular meetings shall be held monthly (Jan. - Dec.) Special meetings can be held at the discretion of the Committee or the Board of Directors as required to conduct the business of the Committee. The chairman of the Committee shall keep the CA office staff and the Board of Directors informed of the dates of the regular meeting and shall give the CA office staff and the Chairman of the Board of Directors at least 5 working days notice of the date and time for any special meetings.
2. Minutes, including members present, topics discussed and recommendations should be forwarded to the Board of Directors by 12:00 Noon on the Wednesday before the Board's monthly meeting. In addition, as a minimum, a separate summary sheet (standard format), including the actions the Committee requests the Board of Directors to take, must be submitted to the CA office by 12:00 Noon on the Wednesday before the Board's monthly meeting.
3. Members in attendance at meetings lacking a quorum (more than half of the voting membership) can conduct discussions only. No vote will be taken and no minutes recorded. The committee chair shall report to the Board of Directors that no quorum was present, therefore no meeting was held.
4. The Committee will follow Roberts Rules of Order, newly revised, and the Special Rules of Order, defined in Article XXIV of the LSLCA By-Laws, in conducting its meetings.
5. The Committee cannot direct LSLCA Staff. If the Committee requires Staff support or attendance, the Committee must first seek Board approval. Upon approval, the Board will direct the CA staff to provide the agreed to support.
6. The Committee will also be responsible for preparing and submitting to the Board reports of special studies, and research. Approval by the Board is required before any report is published and distributed to others beside the Board. All documentation will be complete

enough to ensure that other committees and the Board will understand the activities, strategy, decisions and recommendations of the Committee. Special attention will be paid to documenting important decisions for future reference.

7. Designated Committee members will attend meetings of the other standing committees as required to gain an understanding of the engineering implications of the project development plans and issues concerning the amenities of the CA.
8. Members of other committees will be welcome at Committee meetings and will be accommodated on the agenda for presenting project descriptions and plans so that the Committee will gain an understanding of the technical implications of their projects and plans.

#### LIAISONS:

1. The Committee will have a Board Director assigned to function as a Liaison to the Committee. This Liaison;
  - a. Does NOT vote.
  - b. Speaks only when acknowledged by the Committee Chair.
  - c. Must clearly identify whether they are representing their personal views, or are imparting previous Board votes or actions.
  - d. Is not an advocate for the Committee to the Board, nor responsible for ensuring Committee information is forwarded to the Board.
  - e. Must send an alternate in their absence, so the Committee has a Board Liaison at each meeting.
2. The Committee will also have a liaison from the CA Staff, namely the Maintenance Superintendent. This Liaison:
  - a. Attends all meetings
  - b. Does NOT vote.
  - c. Speak only when acknowledged by the Committee Chair.
  - d. Serves as an information facilitator and provides support as required to the Committee.
  - e. Notifies, in advance, the Committee Chairman and CA General Manager whenever he is unable to attend a meeting. The CA General Manager shall serve as a substitute Staff Liaison whenever the Maintenance Superintendent is unable to attend.
3. The Committee may also have liaisons from other Committees or Recognized LSLCA Groups. Such Liaisons:
  - a. Do NOT vote.
  - b. Speak only when acknowledged by the Committee Chair.
  - c. Serve as information facilitators, but must clearly define whether they are speaking as an individual, or represent a view the whole Committee/LSLCA Group has voted on.

CHARTER APPROVALS AND REVISIONS:

1. All proposed charter revisions are to be submitted to the Board of Directors using the current document showing additions in Bold highlights and deletions as strikeouts.
2. All charters when approved are to be signed by the Chairperson of the Board of Directors and dated.

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Wayne Walkenhorst, Chairman Board of Directors

July 24,2012  
Date

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Tom Pollihan, Secretary Board of Directors

July 24,2012  
Date