

CHARTER FOR THE WATERFRONT COMMITTEE

AUTHORIZATION

The Waterfront Committee (the Committee) is established by the Board of Directors (The Board) under ARTICLE V, Section 2, of the Bylaws of the Heritage Harbour Community Association (the Association) on May 10, 2005, and serves at the pleasure of the Board.

PURPOSE

The Board of Directors requires the support of the Committee in regulating the use of the Association's waterfront property and in maintenance, upkeep, and improvement of the waterfront and surrounding property.

SCOPE

The scope of the Committee includes the shoreline on South River extending 100 feet inland, the pier, the access to the shoreline, and all other improvements located on the shoreline.

PRIMARY FUNCTIONS

The primary functions of the Committee are to:

- Advise and give recommendations to the Board concerning rules for use of the waterfront.
- Advise and give recommendations to the General Manager concerning the maintenance, modification, and improvement of the waterfront.
- Review for the Board proposed budgets for waterfront maintenance, modification, and use.
- Advise and give recommendation to the Board concerning the performance of the General Manager relative to use, upkeep, and improvement of the waterfront.
- Provide assistance to the General Manager as requested by either the Board or the General Manager.

SPECIALIZED FUNCTIONS

The Committee has the following specialized functions:

- Advise the General Manager on assignment of spaces designated for the onshore storage of small boats.

Heritage Harbour Community Association

- Advise the General Manager on the content of applications for assignment of spaces designated for onshore storage of small boats.
- Assist the General Manager in monitoring for compliance with rules for use of the waterfront.

COORDINATION

The Committee shall coordinate its activities with the General Manager and with the Grounds Committee. The Committee should send representatives to the periodic coordination meetings of Board Chartered Committees. The Committee also should coordinate its long-range planning with overall long-range planning sponsored by the Board.

MEMBERSHIP

The Committee shall have:

- A chairperson committed to the effective functioning of the committee appointed by the President in consultation with the Board of Directors and can be suggested by the committee.
- A vice-chairperson and secretary, appointed by the chairperson.
- At least two other members to be selected by the chairperson.

The Committee shall adopt rules that define its officers, terms of office, election procedures, and membership procedures, and shall submit these rules to the General Manager for inclusion in the Association's records.

MEETINGS

Meetings of the Committee shall be open to all Association members and be advertised in *Harbour Lights*, on the Heritage Harbour television channel, or by some other appropriate means. The Committee shall provide records of its activities for filing by the General Manager in the records of the Association. These records shall be maintained and shall be available for inspection in accordance with the Association's records management procedures.