

## **Buildings & Grounds**

### *Jurisdiction and Duties*

The general upkeep and operations to maintain the aesthetic beauty and safety of the common and limited common grounds, which includes capital planning and expenses for general improvements and maintenance to the grounds and all common elements and the purchase, maintenance and repairs to all corporate equipment and tools for maintaining the common grounds. Buildings & Grounds will have a spending authority according to their budget and approved by the Finance Committee and membership.

### *Implementations*

It is not intended that the committee members are the individuals responsible for implementing all of it's duties and list of goals below, however it shall be the committee's responsibility to plan and coordinate other members and/or subcontracting services to complete the work involved that is necessary in carrying out it's duties to the membership and specified goals of the executive board. Special Working Liaisons are appointed for their knowledge in a particular field and shall be called on to lead special requests or projects that involve their expertise, they will work with the B&G committee and be may be present for B&G meetings for discussion purposes.

### *General List of Responsibilities*

Garbage locations and collections including schedule of service.

Trees – to include a mandatory annual comprehensive evaluation of all trees on the grounds for safety, which will include removal and trimming

Lawn mowing of common grounds

Maintenance of common access road

Mail boxes

Snow plowing of access road

Common electrical service

Piers and all shoreline maintenance

Bridge

Channel – weed controls

Common water well and easements

Choosing the location, set up and clean up for all group sanctioned activities including social committee planned events

Leaf blowing/raking

Planning, pricing and scheduling any subcontracted services related to the maintenance of the common ground and elements.

Fertilizing and weed control of common area

Fence construction and maintenance

## **Architectural & Construction Review**

### ***Jurisdiction and Duties***

This committee will have decision making authority during the evaluation, review and approval process for all repairs, additions, new construction and demolitions for any and all structures on the common and limited common grounds. This review shall not apply to the interior of any privately owned structure(s) to the extent that any proposed project does not jeopardize the general safety and well being of fellow members and their guests. This review process will be valid for any decks and patios that are proposed to be in the common and limited common ground or that are considered extensions into the limited common area from a member's private parcel of land; however it will not be valid for patios and decks that stay within a member's private parcel of land. Additionally, it will be this committee's responsibility to monitor and supervise the current and future use of the common grounds and limited common grounds to the extent that they are being used as described and intended according to our Master Deed and By Laws. If infractions or inconsistencies are found, this committee shall be charged with directing corrections and/or changes where applicable. This committee must act in unison as a majority at all times and shall not act individually.

### ***Implementation***

Evaluation, review and approval process shall be done based on a pre-established criteria list and shall be completely impartial and not based on any past prior history or feelings about the petitioner or his family. In the event, a petitioner's project does not gain approval upon being submitted, the committee must make recommendations and offer suggestions as to what the petitioner can alter, add or delete to gain a favorable response from the committee. If after the second submitted plan is rejected the petitioner can appeal the decision to the Executive Board, with the Chairman of the Architectural & Construction Review Committee present for a decision. The Executive Board can either approve, deny or bring the submitted project to the membership as a whole for a vote. The Executive Board's action will be binding and final.

There shall be a 12 month time limit between the original submission, the potentially subsequent second review by the committee and/or the appeal process. All infractions of common ground or limited common ground noted by the Architectural & Construction Review committee may be appealed to the Executive board with A&R Chairperson present for binding action. The Executive Board will have the options of either upholding or overturning the committee's decision by majority vote or the Executive Board may elect to allow a vote by the total membership for a decision. In the event, a sitting committee member is submitting a project that needs approval they will have to recues themselves from the process and the President will temporarily take that committee members place during the approval process.

### ***General List of Responsibilities***

Schedule reviews as needed

Have a general understanding of local township ordinances related to construction

Have a general understanding of local building codes related to construction and know where to find a current listing.

Gauge and review proposed projects against township ordinances, building codes and Millianigan's pre-set list of criteria.

Monitor projects throughout the development and construction phases to be certain the intent the review is being followed.

Halting or suspending a project if the intent of the review is not being followed to allow for petitioner to remedy the situation.

Give approval for a project to continue after a suitable remedy has been agreed to by the committee.

Monitor and supervise use of common and limited common grounds

## **Social**

### ***Jurisdiction and Duties***

The function of this committee is to create the elements and/or events that allow and encourages members to be social and have fun. Only through these efforts will longer term tolerances and respect take root and foster an environment where everyone genuinely gets along and looks forward to each other's company in our unique and physically close community. This committee has the opportunity to make the single largest impact of all the committees to general well being of our group. Social will have a spending authority according to their budget and approved by the Finance Committee and membership.

## ***Implementation***

Get creative and plan. Social events don't necessarily need to be elaborate to be successful, they just need to happen. If your committee's budget won't allow something you want to plan, ask for donations from individual members before cancelling or altering you plans,

## ***General List of Responsibilities***

Plan, price and organize the logistics, food and drink for all group activities

Facilitate the payment(s) of related social events with the Treasurer.

Plan, price, order any beverages, snacks, food for both Memorial Day and Labor Day meetings

Welcome new members with a simple gift or a recognition gathering on behalf of Millianigan.

Establish and maintain a regular communication to members regarding any "happy hours", special guests, workers or anything else members would like to share and include others as being part of.

## ***Annual Goals***

- 1) Plan, price, order needed food etc. for our annual Labor Day meeting
- 2) Plan, price a Summer event for any particular weekend
- 3) Plan a Happy Hour event with appetizers for everyone for any particular weekend.
- 4) Coordinate and submit to PJC any individual donations for the annual fire work display

## **Finance**

### ***Jurisdiction and Duties***

It shall be the responsibility of this committee to establish the budgets for the standing committees needing a budget, which in turn will dictate and drive Millianigan's budget. The developed budget shall be submitted at the Memorial Day meeting annually for discussion and approval by the Executive Board. Individual member's dues will be affected and based in large part dependent upon what the finance committee's budget requests are and what is ultimately approved by the Executive Board.

### ***Implementation***

This committee by default shall be made up of chairpersons of committees that will require a budget and the Treasurer, if at any time there is an even number on this committee the President shall select another member at large to facilitate an odd number for voting purposes.