

Pine Mountain Club Property Owners Association
Environmental Control Committee Charter

- I. **Authority.** The Environmental Control Committee (***ECC***) is a standing committee authorized by Pine Mountain Club Property Owners Association (PMCPOA) By-Laws, Article 7, Section 7.01.

- II. **Recitals and Definitions.** Applicable Environmental Control Directives as used in this Charter shall mean the PMCPOA By-Laws and the PMCPOA Environmental Control Code; plus any other directives as may be enacted from time-to-time by the PMCPOA Board of Directors (BoD).

- III. **Responsibilities.** The Committee is authorized and directed by the BoD to perform the following functions:
 - a. Primary responsibility to review and make recommendations to the BoD regarding approval or disapproval of proposed new structures and or additions/deletions to lots, and other land use in Pine Mountain Club (PMC).

 - b. Protect and preserve the environment as defined by the Environmental Control Directives.

 - c. Review the Environmental Control Code at least once each year and recommend to the BoD any changes/updates to it that it deems appropriate.

 - d. Prepare, modify when necessary and recommend to the BoD a permit fee structure/schedule.

 - e. Observe, report and cite non-compliance with the applicable Environmental Control Directives by association members and recommend to the BoD fines to be assessed members for non-compliance with those directives.

 - f. After giving appropriate notice to the owner(s) of a specific lot or lots which are in non-compliance with the applicable Environmental Control Directives, the Committee may upon approval of the BoD authorize the Environmental Control Officer to take any and all of the following actions to bring such lot/lots into compliance with the Environmental Control Directives:
 1. Contact an appropriate local, county or private agency to determine actions which may be taken to bring the lot into compliance.

 2. With approval of the BoD authorize actions to bring the lot into compliance.

IV. Review Procedures.

- a. Two (2) sets of plans, a PMCPOA permit application, all fees paid in full and all applicable Environmental Control Directives must first be submitted to the Environmental Control Officer for review. The plans must be received at least seven (7) days prior to the scheduled or special **ECC** Meeting for their action.
- b. The Committee shall use a check-list on each project to indicate whether the project complies with the Environmental Control Directives; this checklist, along with the applicant's permit application shall become a permanent part of the approval/disapproval form by attaching it to the set of plans or other documents submitted to the Committee.
- c. Approval/disapproval shall be by written notification to the member, following the **ECC** Meeting and shall be reported to the BoD. Disapproval shall be sent to the member by certified mail.
- d. Disapproval shall reference all specific applicable Environmental Control Directives.
- e. All actions and recommendations by the Committee shall be reported to the BoD as well as to the owners affected thereby. The owners shall be given notice that those actions and recommendations will be considered and acted upon by the BoD at its regular business meeting to be held at a specific date, time, and place. Owners wishing to contest negative reports by the Committee to the Board shall be given specific instructions describing the procedure that will be followed by the BoD and actions which they may take to address the BoD regarding the matter under consideration.
- f. Site inspection by members of the Committee is advised on items before the Committee that may require a judgment call.

V. Membership.

- a. **Composition:** The Committee shall be comprised of up to five (5) volunteer PMC members in good standing. A PMCPOA Board Liaison appointed by the BoD shall serve as a non-voting member of the Committee.
- b. **Qualifications:** It is recommended that the volunteer members be qualified in reviewing plans and/or general environmental concerns/knowledge, preferably with experience in construction, engineering, or related fields.
- c. **Impartiality:** All Committee members must act in an impartial manner and uniformly apply the Environmental Control Directives.

- d. **Attendance:** A Committee member may be dismissed for three (3) consecutive un-excused absences from ECC meetings. If a Board Liaison misses three (3) consecutive meetings with un-excused absences from ECC meetings, the Committee Chairman may ask the BoD to remove the liaison and appoint another Board member to serve with the Committee.
- e. **Vacancies:** Any Committee vacancy shall be filled as soon as possible. Applications for Committee membership to fill a vacancy shall be accepted only when a vacancy arises. Solicitations shall be posted in the PMCPOA clubhouse and published in the the Condor and PMCPOA Bulletin. Potential Committee members shall be screened by the ECC and recommendations for appointment to the ECC given to the BoD.

VI. **Committee Officers.** A Chairperson, who is elected by the Committee shall preside at all regular and special ECC meetings. The Chairperson is responsible to make sure that an agenda is prepared for each meeting, that all meetings are conducted using Robert's Rules of Order; for the supervision of the Committee affairs and assure compliance with the applicable Environmental Control Directives. In absence of the Chairperson, the Vice-Chairperson shall preside at the meeting. In the absence of the Chairperson and the Vice-Chairperson, Committee members in attendance shall elect a Chairperson Pro-Tem to preside at the meeting.

VII. **Meetings.** This Committee shall meet monthly in the PMCPOA Clubhouse on the first Friday of each month, at 2:00 p.m. as scheduled and published in the PMCPOA Bulletin. Additional special meetings as workload may require shall be at the call of the Chairperson or any two (2) *Committee* members. Notice of the time and place of a special meeting shall be given by the Environmental Control Officer/Assistant to each Committee member directly, by United States mail, or by E-mail addressed to him/her at his/her address as it appears in the records of the Committee at least five (5) working days prior to the date of the meeting. Special meetings will also be posted on the PMCPOA Clubhouse bulletin board 7 days prior to the date of the meeting.

- a. All meetings are to be conducted using Robert's Rules of Order.
- b. An agenda is to be prepared for each meeting. Any PMCPOA member may request that an item be placed on the Agenda by notifying and submitting the appropriate paperwork/documentation to the Environmental Control Office seven (7) working days in advance of the meeting.
- c. A PMCPOA employee shall act as recording secretary.
- d. All Committee actions shall be taken in formal session only.

- e. All Project Recommendation Forms shall be completed by an ECC member and signed by a BoD Liaison.

This Charter is subject to the Common Rules of All Committees.

This Charter supersedes all previous Charters.

Approved on 11/21, 2009



Lee Benavidez, Chair
PMCPOA Board of Directors



Scott Robinson
Corporate Secretary
PMCPOA Board of Directors

Revised 10/5/2009