

**CHARTER**  
**ENGINEERING & FACILITIES COMMITTEE**  
OF THE  
LAKE SAINT LOUIS COMMUNITY ASSOCIATION  
Approved by Board of Directors on April 28, 2026  
(revised 1/16/26)

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 evaluate issues and provide recommendations 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 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 and provide recommendations.

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, country, 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 from the Board of Directors.
3. The Committee will review the technical issues involved in silt and contaminant measurement, control, and removal from the lakes. On a quarterly basis the Committee will be provided with the most recent siltation data and other necessary data for review and recommendation for planning each dredging campaign. The committee will review the proposed dredging request for proposal for review and recommendation. The committee will review bids and make recommendations.
4. By standard request form, the Committee will support the Peruque Creek Watershed Alliance as requested to evaluate the recommended plan to restrict the flow of silt, logs, and debris into the lakes.
5. By standard request form, the Committee will evaluate plans, procedures, and equipment to remove logs and debris from the lakes.

6. On a quarterly basis, the Committee will be provided with the most recent water quality data and other necessary data for review and recommendation for water quality preservation. The committee will evaluate any proposals for water quality improvement and provide recommendations. The committee will review bids and make recommendations.
7. By standard request form, the Committee will review and evaluate methods, procedures, and materials for shore stabilization and will recommend plans and procedures for future implementation. The committee will evaluate any proposals for shore stabilization and provide recommendations. The committee will review bids and make recommendations.
8. By standard request form, The Committee will 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 provide recommendations to the Board of Directors. The committee will evaluate any proposals and bids for facility enhancements, repairs, and additions to amenities and provide recommendations.
9. By standard request form, the Committee will evaluate technical and engineering analysis provided by 3<sup>rd</sup> party firms and provide recommendations for solutions, plans, and procedures,
10. By standard request form, the Committee will review the analysis provided by 3<sup>rd</sup> parties regarding 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 members 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 no fewer than five (5) members and not more than twelve (12) members.
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 the 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 understand engineering principles.
  2. Members should understand 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:

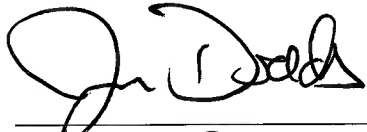
1. Meetings will be open to the CA membership. Regular meetings shall be held monthly (Jan.- Dec.) Special meetings can be held at the discretion of the Committee or the Board of Directors as required to conduct the business of the Committee. The chairman of the Committee shall keep the CA office staff 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 all members present, topics discussed, and recommendations should be forwarded to the Board of Directors by 12:00 noon on 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 votes shall be taken and no minutes recorded. The committee chair shall report to the Board of Directors that no quorum was present, therefore, an official meeting was not 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. 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.
7. 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.

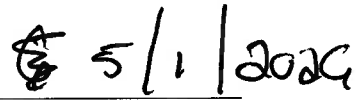
#### LIAISONS:

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 represent their personal views or are imparting previous Board votes or actions.
  - d. Is not an advocate for the Committee to the Board, nor is it 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.

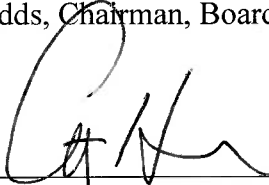
3. The Committee may also have liaisons from other Committees or Recognized LSLCA Groups. Such Liaisons:
- a. Do NOT vote.
  - b. Speak only when acknowledged by the Committee Chair.
  - c. Serve as information facilitators but must clearly define whether they are speaking as an individual or represent a view the whole Committee/LSLCA Group has voted on.



Jim Dodds, Chairman, Board of Directors



Date



Art Harmon, Secretary, Board of Directors



Date