

Committees of Port Anne Owners Association (PAOA), Inc.

Nominating Committee (mandated by Bylaws)

As a corporation, PAOA must be governed by a member-elected representative body. The Nominating Committee is responsible for providing a slate of nominees, named in advance of the Annual Meeting, as candidates to replace retiring Board members. Also, the committee for the upcoming year must be announced at the Annual Meeting and chaired by a Board member.

Architectural Review Committee (ARC) (mandated by Covenants and Bylaws)

The ARC is responsible for reviewing new construction as well as all exterior modifications, including any changes of paint colors or shingles, to ensure compliance with PAOA's longstanding "Architectural Guidelines." The committee coordinates with the Association's architect to conduct a detailed review of major changes to ensure harmony with the community's theme and aesthetic appeal. The committee is also focused on drainage planning due to most home sites having been developed and even minor landscaping changes having a significant potential water runoff impact to neighboring lots and PAOA-owned property.

The following committees are not expressly required by a governing document but have proven useful to the Board in managing PAOA's assets or enhancing community safety and welfare. Committees are authorized to spend up to \$500. The Board must approve all contracts.

Finance Committee (seasonal)

The Finance Committee convenes during the summer to assist the Treasurer (chairperson) with preparing a budget recommendation for the upcoming year. The committee uses the current year's expenses, anticipated outlays, and the Reserve Study in developing a proposed budget.

Common Land Committee (CLC) (*formerly "Common Area Committee"; renamed for clarification as our Covenants and Articles of Incorporation defining "Common Area" as all property owned by PAOA, which includes amenities aligned with the Clubhouse Committee*)

The CLC assists with PAOA's undeveloped property plus the landscaped, irrigated and uplighted areas (around the entryway, Clubhouse and pool), the grassed off-street parking pads, and the entryway's brick pavers. Since about half of Port Anne's acreage is owned by PAOA and adjoins numerous homeowner lots, the committee is especially focused on preserving its natural state, free from any unauthorized clearing or introduction of plants. Preservation of Port Anne's wetlands, shoreline and storm drain outfalls from erosion is a top priority, since all of Port Anne lies within the Chesapeake Bay Resource Management Area (RMA), which is governed by strict state and City regulations. The committee meets with new homeowners to promote their awareness of lot lines, water control, PAOA-owned property preservation, and City and Association policies regarding vegetation removal or introduction.

Clubhouse Committee

The Clubhouse Committee assists with most of PAOA's structural amenities, including the Clubhouse, the pool along with its deck area, fence and pump house, the tennis court, and the pole lights serving those amenities. It is also responsible for the Clubhouse parking lot, dumpster area, and connecting walkways. The committee drafts policy for the safe and shared usage of the Clubhouse and associated amenities, which upon Board approval is communicated to homeowners through updates of the "Clubhouse Rules & Procedures." The committee recommends maintenance and improvement projects, conducts safety inspections, and advises the property manager, who is responsible for day-to-day operation of these amenities.

Caring Committee

The Caring Committee helps Port Anne to "be a good neighbor" by thoughtful assistance during life's situations, from birth of a child to sickness or death of a loved one. The committee also welcomes new homeowners and informs about opportunities for community engagement.

Emergency Preparedness Committee (EPC)

The EPC promotes homeowner preparedness for a wide range of possible events, with its principal focus being hurricanes and winter storms. After an event, the committee surveys the community for damage, road blockage or safety issues. The committee may also provide advisories about forecast events and promote community awareness of resources available through the City or other agencies to augment individual preparations.

Governing Documents Committee (GDC) (as required)

It's necessary to periodically review PAOA's governing documents for compliance with updated state codes as well as best practices for HOA governance. The GDC provides recommendations and steers any proposed changes through the vetting process (Covenant revisions normally require legal preparation, approval by two-thirds of the homeowners and recordation, whereas Bylaws changes require approval by a majority of the homeowners). The GDC last convened in 2014-15 to conduct a comprehensive update of PAOA's original Covenants.

Right-of-Way Features (not assigned to a committee)

- The streets, sidewalks, gutters, storm drain inlets and street signs were deeded to the City in 2000. Homeowners need to directly contact the City's Dept of Public Works regarding any issues, as PAOA retained responsibility for only the entryway's median and brick pavers.
- The 2000 agreement also stipulated that for public safety, PAOA is responsible for operating the streetlights, with the City providing electricity. PAOA has a highly responsive electrical contractor on-call. Outages need to be reported immediately to the property manager.