

The following document was approved by the 2014/2015 South Island Plantation Board of Directors. The document clarifies and more fully explains roles, responsibilities, job descriptions and functions of board members and committees.

PRESIDENT: Shall establish the Board Schedule/Timeline/Calendar of Events; preside over the Annual Meeting and no less than 3 HOA full HOA Board meetings/conference calls (i.e. October, January & April); shall serve as the final point of contact with all contractors; shall establish and dissolve committees as needed; shall engage the HOA attorney if/when necessary; shall provide a "From the President" column to any SIP HOA Newsletter.

VICE PRESIDENT: Will serve as President if/when the current president is unable; serve as liaison with the management company; serve as chair of the Contracts Committee; shall serve as a signatory of the HOA.

SECRETARY: Follow the tasks provided in the By Laws and: prepare at least 2 additional communications (i.e. a newsletter to be included in the mailing announcing the annual meeting); insure an up to date electronic (email) list of HOA members; review communication drafts from the management company to the full HOA membership; provide Minutes of conference calls and other HOA board meetings; maintain the official archives of all HOA board correspondence (electronic& written).

TREASURER: Chair the Finance Committee; Review monthly HOA statements and make recommendations to the Board regarding cash flow; chair the development of an annual budget for HOA Board adoption; meet with or communicate with the auditor regarding the annual audit; provide a financial report at the HOA Annual Meeting.

MEMBER: Chair the Buildings & Grounds/Docks committee tasked to assess the current conditions and future needs of SIP; chair the Security committee tasked to examine policies, procedures and costs of securing all aspects of the SIP property.

MEMBER: Chair the By Laws committee; and chair the Club House/Pool Futures committee.

MEMBER: Chair the Architectural committee and chair the Ownership committee.

POTENTIAL STANDING COMMITTEE: *(Motions from committees would come to the HOA Board as seconded motions for action.)*

By Laws: Provide recommendations for changes/updates to the By Laws on an annual basis (Potential issues for consideration: Look at what constitutes a quorum; date and location of the Annual Meeting; use of electronic voting; lowering the monthly Home Owner fee for those who have built).

Finance: Prepare and draft the Annual Budget for review by the HOA Board. Review the annual auditors report. Examine the impact of maintaining, lowering or raising the monthly HOA assessment. Maintain diligence of delinquencies and foreclosures.

Contracts: Schedule review (no less than annually) the contract with a management company; landscaping service; insurances; pool maintenance, etc.

Buildings & Grounds/Docks: No less than bi-annually conduct a 'walk through' of all aspects of the SIP property to assess current conditions and future needs. Provide input to the Finance Committee prior to its drafting of the Annual Budget; Provide input to the Contracts Committee as to the current performance and future needs of contracts related to SIP buildings and grounds/docks.

Security: Explore cost effective ways to secure the SIP property. Make recommendations to the HOA Board in advance of the Finance Committee's drafting the annual budget.

Architectural Design: Explore a 'look' for potential homes at SIP. Identify a series of potential exterior designs which would be presented to the full HOA for adoption.

Clubhouse/Pool Futures: Examine the cost effectiveness and impact of renting/leasing SIP space and facilities. Make recommendations regarding the continuance vs termination of current policies.

Ownership: Identify HOA members who are willing to: a) serve on committees; b) provide other services to the SIP HOA (i.e. create a Face Book page, update the website; c) seek input to the current and future potential of SIP; d) update HOA members with timely information related to Georgetown area real estate; and d) be the point of contact for volunteers.

Ad Hoc Committees: Non-standing committees determined by the board as

needed.