



***Plantation Harbor Property Owners Association***  
***200 Antebellum Drive, Havelock, NC 28532***  
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**REGULATION #24-08**

***BUILDINGS & GROUNDS COMMITTEE***

**DATE APPROVED: December 10, 2024**

**This rescinds regulation #02-02.**

- A. This regulation defines the purpose and responsibilities of the Buildings and Grounds Committee for the association.
- B. A Plantation Harbor Buildings & Grounds (B&G) Committee consisting of a chairperson, and such other members and subcommittees is necessary to oversee the upkeep and daily operations of the facilities within PHPOA.
- C. The chairperson is responsible for the physical operation and maintenance of PHPOA facilities, excluding the Waste Water Treatment System (WWTS), which falls under the auspices of the WWTS Committee. The chairperson assists the Treasurer and Director with budgeting for operations, planned maintenance and improvements for the upcoming year.
- D. The following activities and operations are the responsibility of the B&G Committee:

building repair	clubhouse facility maintenance	dock & ramp maintenance
gate maintenance	gatehouse maintenance	grass cutting
landscaping	pond maintenance	sports complex maintenance
storage area maintenance & expansion	streetlights	

- E. Each activity and operation identified in paragraph D. may be delegated to a subcommittee to oversee and manage (e.g., pool operation and maintenance). All necessary work identified may be accomplished by the committee, subcommittee, volunteers or by a contractor or vendor, as determined appropriate by the chairperson. The chairperson is authorized to take whatever action is required in case of an emergency.
- F. The chairperson will routinely verify the completion of contracted work associated with annually approved and budgeted items (e.g., grass cutting). The chairperson may approve and spend up to \$250.00 for miscellaneous and routine items, per item or occurrence. In all cases an itemized list of expenses will be submitted to the treasurer. The chairperson may

delegate subcommittees to itemize expenses and submit them directly to the treasurer as they deem appropriate (e.g., pool operations).

- G. The Chairperson will routinely report to the president and directors, as well as annually to the membership on activities accomplished, and to seek approval for major expenditures.

APPROVED:

/s/  
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J. Nevius  
Director, PHPOA

/s/  
\_\_\_\_\_  
W. Kramer  
Director, PHPOA

/s/  
\_\_\_\_\_  
N. Provost  
Director, PHPOA