



**shelter bay community, inc.™**  
**Facilities and Amenities Committee Guidelines**

***Mission Statement:** The purpose of the Committee is to ensure Shelter Bay facilities and amenities are fully functional, updated, safe, cost effective, and aesthetically pleasing. Drawing from the Shelter Bay Community, Inc. Capital Facilities Plan, the Committee will determine needs, explore opportunities for the facilities, including enhancements and aesthetic improvements, and bring forward to the Board of Directors options, specific recommendations, and plans to achieve this mission. The Committee may manage and implement projects as authorized by the Board of Directors.*

**1. Authority.**

**a. Shelter Bay Articles of Incorporation, Article II, Purposes, Sections**

1. To lease, sublease, purchase, or otherwise acquire, possess, construct, improve, develop, repair, maintain, operate, care for and/or dispose of streets, roadways, easements, parkways, playgrounds, open spaces and recreational areas, greenbelts, tennis courts, beaches, boat landings, mooring basins, floats, piers, clubhouses, swimming pools and/or swimming areas, bathhouses, golf course, trails, places of amusement, community buildings, community clubhouses and in general community facilities appropriate for the use and benefit of its members, and the improvement and development of the property hereinafter acquired by the corporation.
  2. To build, improve and maintain roadways, culverts, bridges and drainage areas, and to provide for the improving, cleaning and sprinkling of streets, and for collection and disposal of the street sweepings, garbage, ashes, rubbish and the like; to prevent and suppress fires, to provide police protection, and to make and collect charges to cover the costs and expenses therefor.
  3. To improve, light and/or maintain streets, roads, alleys, courts, walks, gateways, fences and ornamental features now existing or hereafter to be erected or created, and shelters, comfort stations and/or buildings and improvements ordinarily appurtenant to any of the foregoing; to improve, plant and maintain grass plots and other areas, trees and plantings within the lines of the streets immediately adjoining or within the property hereinafter described or referred to.
  13. To appropriate, purchase, divert, acquire and store water from streams, water courses, wells or any other source, and to distribute the water so appropriated and acquired to its members for use upon the lands of said members and for domestic purposes; to acquire, own, construct, hold, possess, use and maintain such pumping plants, tanks, pipelines, reservoirs, ditches, buildings, roads, trails and appliances, and such other property, including water rights and shares of stock in other corporations as said corporation may from time to time desire to acquire or purchase for furnishing and supplying water to its members.
  16. Generally, to do any and all lawful things which may be advisable, proper, authorized, and/or permitted to be done by said corporation under or by virtue of any restrictions, conditions, and/or covenants or laws affecting said property, or any portion thereof (including areas now or hereafter dedicated to public use); and to do and perform any and all acts which may be either necessary for, or incidental to, the exercise of any of the foregoing powers or for the peace, health, comfort, safety, and/or general welfare of owners, lessees, or sublessees of said property, or portions thereof, or residents thereon.
- b. **Shelter Bay Community, Inc. By-Laws, Article VI, Section 7** authorizes the Board of Directors to appoint committees for the purposes of carrying out and administering the covenants, restrictions, terms and conditions of the Declaration of Protective Covenants.
- c. **Shelter Bay Community, Inc., Rules & Regulations, Part II – Administrative, Chapter 20**, provides the missions and policies of the committees and allows for the establishment committees to fulfill goals and perform functions and tasks to assist with community operations on an ongoing basis.

**2. Operating Guidelines.**

- a. Operation.** The Facilities and Amenities Committee, hereinafter referred to as ‘Committee’, is a Standing Committee and will operate in accordance with Rules and Regulations, Part II, Chapter 20, Committees.

**b. Committee Meetings and Membership.**

- 1) Regular Meetings. The Committee will meet monthly at a date, time and place to be publicized as duly authorized. If there is no business to be transacted, the chair may cancel the meeting. The Chair may call special meetings as necessary.
- 2) Committee Membership. The Committee shall consist of seven (7) regular members, 2 of which shall also be members of the Board of Directors, and as many alternates as practical. Committee members serve one-year terms beginning on July 1. The Board may also appoint Ex Officio Members to the Committee, as needed.
- 3) Committee Chair and Vice Chair. The Board will appoint the Chair of the Committee. Other officers will be selected as authorized by Rules and Regulations, Part II, Chapter 20. The Chair will provide an agenda for the meetings, conduct such meetings, and prepare and deliver correspondence and reports as necessary. The Committee will also appoint a Vice Chair who will perform these duties in the absence of the Chair. The Vice Chair will be responsible for chairing the amenities and enhancement portion of the mission which may include the appointment of a Task Force to assist in accomplishing the mission.

**c. Committee Guidelines.**

- 1) Due to aging infrastructure, Shelter Bay needs to study options for maintaining the operation of its facilities into the future. Working through the Community Manager, the Committee will conduct research, review options, and provide recommendations to the Board of Directors to ensure Shelter Bay facilities are fully functional, safe, cost effective, and aesthetically pleasing.
- 2) The Committee's Scope shall include:
  - Lands and Utilities:
    - Roads, Road Rights-of-Way and Parking Lots
    - Water System
    - Sanitary Sewer
    - Stormwater Drainage
    - Bank Stabilization
  - Facilities and Harbor:
    - Community Buildings and Structures
    - Storage Lot
    - Marina Construction
    - Harbor Dredging
  - Amenities
    - Recreational Facilities
    - Aesthetic Improvements and Enhancement Sites
- 3) Approach. The Committee will:
  - Prepare and present project implementation plans to the Board of Directors, in consultation with affected committees. Such plans shall include a detailed project description and financing options with project specific recommendations as needed for design, engineering, aesthetics and enhancements, scheduling, public notice, monitoring, and project management.
  - Develop and present to the Board of Directors polling and surveying processes to be employed to assess the needs and desires of the members.

- Utilize appropriate public notice processes for projects which may include mail, bulletins, flyers, newsletter, gate notices, or street signs so that neighborhoods are made aware of current and pending projects to minimize negative impacts.
- Work with the Board of Directors and Community Manager to prioritize projects consistent with the Capital Plan.

A qualified Committee member, or alternate, may be appointed by the Board of Directors to serve as project manager on behalf of the Community. The appointed Project Manager will serve under the oversight of the Community Manager and will be considered an employee for purposes of liability insurance.

The Committee will interface with representatives from other entities, including the Town of La Conner, Skagit County, and the Swinomish Indian Tribal Community, as appropriate, to explore opportunities for working together to the benefit of all. i.e., joint project funding, grant opportunities, economies of scale.

- 4) Projects will be submitted to the Board of Directors for review as part of the Budget approval process or at such times as funds are available.