



*Bluewater Cove Homeowner's Association, Inc.*

147 White Heron Ln  
Swansboro, NC 28584  
[www.BluewaterCoveHOA.org](http://www.BluewaterCoveHOA.org)

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Aug 25, 2023

Re: Infrastructure Restoration Committee Revised Charter

**Committee Chairperson:** Dale Suder

**Committee Co-Chairperson:** Scott Walker

**Members:** Gus Gustafson, Shay Lorencz, Tony Fox, Susan Goines, Sam Cassou, Bill Mason and Jeff Brewer

**PREAMBLE**

The Bluewater Cove Board of Directors (the “BOD”) originally appointed the Infrastructure Restoration Committee (the “Committee”) in August of 2022 to provide the Board with advice and counsel to carry out the BOD’s purpose, as delineated in the original Charter.

The BOD has appointed a member of the BOD to serve as its liaison to the Committee (the “Board Liaison”). The Board has authorized the Board Liaison to observe and inform the BOD of the status of ongoing endeavors undertaken by the Committee, and, in turn, to provide the Committee with guidance and direction as to the policies, decisions, and priorities of the BOD, to ensure that the ongoing work of the Committee is consistent with its Charter and the BOD’s purpose.

**PURPOSE**

The Committee’s primary purpose is to act as an advisory committee to the BOD on community infrastructure matters. The Committee is to provide oversight on the infrastructure needs of the Association, provide advice and counsel to the BOD on matters related to HOA infrastructure, make recommendations on contractors and associated bids and oversee projects as approved and awarded by the Board.

**CHARTER / RESPONSIBILITIES**

The Committee Chairperson shall:

- Schedule, coordinate and chair all meetings of the Committee
- Ensure findings and recommendations are consolidated and presented to the BOD
- Supervise and provide direct oversight to construction and infrastructure repairs projects as approved and awarded by the BOD

The Committee Co-Chairperson shall:

- Act in the capacity as the Chairperson in the Chairperson’s absence or unwillingness to act
- Supervise and provide direct oversight to construction and infrastructure repairs projects as approved and awarded by the BOD

The Committee is responsible for:

- Reviewing and inventorying HOA infrastructure to ensure restoration and/or repair requirements are adequately accounted for and scheduled within the Associations Reserve Study
- Consult Subject Matter Experts, contractors, local/state municipality, and other resources to assist in providing recommendations to the Board if repair and/or restoration is required
- Assist in reviewing and auditing the Reserve Study and long-range financial plan for the HOA as it relates to infrastructure repair and restoration requirements
- Accept the Board Liaison's guidance and direction as to the policies, decisions, and priorities of the BOD

### **REQUIREMENTS FOR MEMBERSHIP/ REMOVAL**

- The Committee shall consist of no less than three (3) members
- The Committee Chair and Co-Chair serve at the pleasure of the Board
- Committee members serve at the pleasure of the Committee Chair
- Committee members should have an interest in ensuring the infrastructure maintenance and viability of the HOA
- Any Committee member that fails to attend 3 or more consecutive scheduled meetings shall be reported to the Board and is subject to removal
- At a minimum, a member should have demonstrated ability to understand construction plans and specifications
- Background or experience in civil engineering, public works projects, construction, or similar experience are highly desirable

### **COMMUNICATION AND REPORTING**


- The Chairperson must submit an agenda to committee members at least three (3) days prior to a scheduled meeting in order to ensure that all members can review the agenda and prepare for the meeting
- Minutes must be recorded and submitted to the Association's Secretary within ten (10) days following each meeting. Minutes shall include the date, time, place, member attendance and all votes of the meeting

### **AUTHORITIES**

- Committee members shall not direct vendors/contractors unless and only to the extent specifically authorized by the BOD. Such authority may then be exercised by the Committee Chair or the Co-Chair in accordance with this Charter
- Notwithstanding the foregoing paragraph, the Committee Chair or Co-Chair shall have the authority to oversee all contractor activities and request a vendor/contractor to stop work if there is a concern over legality, safety, or a strong potential for an unplanned outcome. Any such action shall immediately be communicated to the Board
- Only the BOD may enter into, modify, or terminate a contract

- The Committee may spend up to \$25 per month for necessary supplies/material. The reason and need shall be documented in the Committee meeting minutes and original receipts with proper documentation shall be given to the Association's Treasurer within 30 days of the expenditure.

Any questions pertaining to this Charter can be directed to the Bluewater Cove Board at [BWCBoard@BluewaterCoveHOA.org](mailto:BWCBoard@BluewaterCoveHOA.org).

  
Andy Gauzza (Aug 28, 2023 12:14 EDT)


Andy Gauzza  
President

  
Shaun Short (Aug 28, 2023 13:49 EDT)

Shaun Short  
Treasurer

  
Mark Johnston (Aug 28, 2023 13:19 EDT)

Mark Johnston  
Vice President

  
Christopher Cox (Aug 28, 2023 14:04 EDT)

Christopher Cox