

Article VII – Officers and Committees

Section One – Officers

The officers of the Community Association shall be elected at the annual community meeting by a plurality vote, by written ballot. The newly elected officers shall take office as of January 1st of the following year. No person may serve concurrently in two (2) elected positions within the Community Executive Board. The officers and their duties are as follows:

- a. **PRESIDENT** - The President shall preside at all meetings of the community membership and Community Executive Board. The President shall appoint the chairpersons of all committees and perform the usual duties of that office.
- b. **VICE PRESIDENT** - The Vice President shall, in the absence of the President, exercise or assume the complete powers and duties of the President.
- c. **SECRETARY** - The Secretary shall keep the minutes of all community meetings and all meetings of the Community Executive Board. The Secretary shall keep records of all Community Executive Board correspondence in a single repository.
- d. **TREASURER** - The Treasurer shall be bonded at the expense of the Community Association, and shall collect all funds that may be from time to time designated as collectable by the Community Executive Board and shall disburse same, shall keep regular accounts which shall be open to inspection at reasonable hours by any Resident Community Member, and shall make an annual report of the same to the members at the annual community meeting.

Section Two – Committees

- a. **STANDING COMMITTEES** - There shall be five (5) standing committees within the Community Association: Community Improvement Committee, Social Committee, Pool Committee, Waterfront Committee, and Architectural Control Committee.
 - 1. **Composition** - Each of the standing committees shall be comprised of residents of the Anchorage Community who volunteered to serve at the annual community meeting or later at the request and /or discretion of the President and/or Chairpersons of the respective committees, which Chairpersons shall be appointed by the incoming President by January 1st following the annual community meeting.
 - 2. **Meetings and Responsibilities** - The Chairpersons of the respective committees shall hold as many meetings as necessary to conduct the business of each committee. The respective Chairpersons shall be responsible for establishing meeting locations and times by written or verbal notification to all committee members. Meetings of the standing committees are open to all community residents. The locations, dates, and times of all committee meetings will be posted on the Community's web page. The Chairpersons shall further report on operations of their respective committees to the members as requested by the President and shall further present appropriate specific recommendations, including any proposed rules, or procedures

and policies, at Community Executive Board meetings and the annual community meeting.

b. COMMUNITY IMPROVEMENT COMMITTEE

1. **Purpose** - The purpose of the Community Improvement Committee is to maintain in a safe manner, and improve as necessary, the Community Association's parking lot, properties, and facilities in order that they may be used and enjoyed by Anchorage residents and their guests. The properties and facilities here referenced are those other than indicated as the responsibility of the Waterfront and Pool committees, respectively, discussed elsewhere herein.

2. **Responsibilities** - The following is a minimum list of items which shall be the responsibility of the Community Improvement Committee:

(a) Maintenance and repair of the Community Association's pool and dock parking lots, retaining walls, stairs, sidewalks, and related facilities.

(b) Maintenance and repair of the Community Association's entrance facilities, including the front entrance lights.

(c) Determine and obtain from Anne Arundel County governmental agencies maintenance, improvement, and repair services that should be undertaken by and are the responsibility of such agencies within the confines of the Community Association.

(d) Work with the Chairpersons of the Pool and Waterfront committees to annually update and present to the Community Executive Board, for review and approval, a community property and facilities' capital improvements plan.

(e) Develop and submit to the Community Executive Board an annual budget for carrying out the purpose of the Community Improvement Committee in the coming calendar year.

(f) Undertake other responsibilities as assigned by the President, the Community Executive Board, or as deemed necessary by the Chairperson to carry out the purpose of the committee.

c. SOCIAL COMMITTEE

1. **Purpose** - The purpose of the Social Committee is to plan and coordinate social events for Anchorage community residents and their guests.

2. **Responsibilities** – The following is a minimum list of items which shall be the responsibility of the Community Improvement Committee:

(a) Plan and coordinate community social events throughout the year as determined appropriate by the Chairperson, the Committee, and/or the Community Executive Board.

(b) Develop and submit to the Community Executive Board an annual budget for carrying out the purpose of the Social Committee in the coming calendar year.

(c) Undertake other responsibilities as assigned by the President, the Community Executive Board, or as deemed necessary by the Chairperson to carry out the purpose of the committee.

d. **POOL COMMITTEE**

1. **Purpose** - The purpose of the Pool Committee is to arrange for the operation and maintenance of the Community Association's swimming pools, bath house and related facilities in a safe manner and in compliance with local laws and regulations in order that they may be used by members and their guests, and to plan and coordinate pool area activities that encourage safe use and protection of the Community Association's swimming pools and related facilities.

2. **Responsibilities** - The Chairperson shall familiarize himself/herself with current county laws controlling pool operations. The following is a minimum listing of items which shall be the responsibility of the Pool Committee:

(a) Obtain bids for the pool contract and submit these bids to the Community Executive Board. Bids are to be obtained from reputable firms capable of satisfactorily operating the Community Association's swimming pool. The pool contract is to include facility operation, equipment maintenance, winterization, and lifeguard protection. The Committee will monitor the performance of the selected firm under contract.

(b) Coordinate the maintenance and repair of the Community Association's swimming pools and related facilities.

(c) Prepare and publish, upon approval by the Community Executive Board, appropriate Community Association pool rules and regulations.

(d) Work with the Chairperson of the Community Improvement Committee to annually update and present to the Community Executive Board, for review and approval, a community property and facilities' capital improvements plan.

(e) Develop and submit to the Community Executive Board an annual budget for carrying out the purpose of the Pool Committee in the coming calendar year.

(f) Undertake other responsibilities as assigned by the President, Community Executive Board or as deemed necessary by the Chairperson to carry out the purpose of the committee.

e. **WATERFRONT COMMITTEE**

1. **Purpose** - The purpose of the Waterfront Committee is to maintain the Community

Association's piers and waterfront facilities in a safe manner in order that they may be used by Anchorage residents and their guests, to assign boat dockage in accordance with the slip assignment criteria approved by the Community Executive Board, to as many boats owned by Anchorage residents as the available facilities will safely permit, and to plan and conduct waterfront activities that encourage safe use and protection of the Community Association's waterfront facilities and watercraft owned by Community Members.

2. **Responsibilities** - The following is a minimum list of items which shall be the responsibility of the Waterfront Committee:

- (a) Coordinate the maintenance of electrical and water service to the Community Association's piers.
- (b) Assign boat dockage in accordance with the "slip assignment criteria" established by the Waterfront Committee and approved by the Community Executive Board.
- (c) Coordinate the maintenance, repair and improvement of the Community Association's waterfront facilities including bulkheads, piers, and launch ramps.
- (d) Coordinate nightly security and safety inspections of all the Community Association's waterfront facilities.
- (e) Prepare and, upon approval by the Community Executive Board, publish appropriate Community Association waterfront rules and regulations.
- (f) Work with the Chairperson of the Community Improvement Committee to annually update and present to the Community Executive Board, for review and approval, a community property and facilities' capital improvements plan.
- (g) Develop and submit to the Community Executive Board an annual budget for carrying out the purpose of the Waterfront Committee in the coming calendar year.
- (h) Undertake other responsibilities as assigned by the President, the Community Executive Board or as deemed necessary by the Chairperson to carry out the purpose of the committee.

f. **ARCHITECTURAL CONTROL COMMITTEE**

1. **Purpose** - The purpose of the Architectural Control Committee is to ensure all structures constructed or materially altered on any lot in the Anchorage Community including buildings, sheds, boat houses, docks, bulkheads, fences, and walls, are consistent with the Declaration of Restrictions applicable to the Anchorage community. The Community Executive Board shall carry out the responsibilities of the Architectural Control Committee.

2. **Responsibilities** - The Architectural Control Committee shall promptly review all building and/or renovation plans and specifications submitted to it and communicate its

approval or disapproval in writing by first class mail, email, or hand-delivery, of submitted plans to the applicant within 30 days of its receipt of such plans. If the Architectural Control Committee fails to communicate its decision within 30 days, such plans are automatically deemed approved.