



**Pelican Reef
Homeowners Association
Board of Directors**

**Pelican Reef
Homeowners Association (HOA)
Community Handbook**

Version 2.0 – November 2019

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Overview

Introduction:

This document has been produced to provide Pelican Reef HOA information for: new members of the Board of Directors (BOD), Committees, and Pelican Reef Residents. It is intended to describe roles/responsibilities of the governing body and provide general information regarding Committees and Amenities.

Board of Directors

The five-member BOD serves the community for management and operation of the HOA, a not-for-profit North Carolina business. BOD members serve without personal interests to: ensure the HOA is financially sound, oversee the physical condition of the neighborhood (maintaining and/or improving property values of the community and its attractive and cohesive appearance, while allowing for some individuality), and help create a positive community atmosphere.

The HOA and BOD are governed by required HOA documents (i.e., Declaration, Covenants, By-Laws, rules, regulations, and policies, as well as appropriate State requirements, including the Planned Community Act and the NC Non-Profit Corporation Act). It is important for each Director to understand these documents, as every facet of Board work is based upon them.

The BOD is assisted by a management company, *Community Solutions SE, Inc. (CSS)*, to handle administrative financial needs, provide professional advice, and assist with other needs, as they arise. Chris Blake, Owner/Partner, is the Pelican Reef CSS contact. Additionally, PR employs various contractors to handle required services (e.g., landscaping, some maintenance activities, etc.).

The BOD is comprised of five (5) Pelican Reef property owner volunteers, each elected to a 2-year term. Terms are staggered for two (2) and three (3) Directors, elected in alternate years, to help provide for continuity of knowledge and actions. Elections are held in conjunction with the Annual Meeting, typically held in November. Following the election of the Directors, those BOD members then elect, from the 5, a member to serve in each of the following roles: President, Vice President, Secretary, Treasurer, and Member-at-large (i.e., HOA members elect BOD members; those BOD members elect members to serve in the specific BOD roles).

The BOD shall hold no less than twelve (12) meetings per year. Meetings will be held in accordance with the *“Policy for Homeowner Participation at Meetings of the Pelican Reef Homeowners’ Association Board of Directors,”* (documented in policy form, with an effective date October 2019). Additional meetings may be called by the BOD, as needs arise and/or for Community functions. One of the 12 meetings shall be the Annual Meeting.

Meetings are conducted per Parliamentary Procedure/Robert’s Rules of Order. All BOD members should have the opportunity to speak. Discussions on Agenda topics are held, and where appropriate, motions are made, seconded, and voted upon. Items pass or fail, based upon majority vote. The President’s vote is not counted, unless there is a tie. As BOD meetings are held to conduct business, side discussions are not considered to be appropriate.

The following information provides a brief description of the roles of HOA BOD Officers:

President:

- Sets the Agenda for meetings, along with the Secretary, *before* the meeting. Agenda should include reports from Officers/Committee Chairs; additional items for discussion may be added by any BOD member, by notifying the President *or* Secretary, *before* the meeting.
- Presides at BOD meetings.
- Signs (with other proper officer) any instruments which may be lawfully executed on behalf of the Association (e.g., contracts, bonds, deeds, etc.).

Vice President:

- Stands in for the President, if he/she is unable to attend meetings.
- Assumes responsibilities of the President, if for some reason the President is no longer able to serve on the BOD.

Secretary:

- Keeps accurate records of the acts and proceedings of meetings of members and Directors.
- Gives notices required by law and the By-Laws.
- Files reports required by law.
- Has general charge of the corporate books and records and the Corporate Seal.
- Signs (with other proper officer) any instruments which may be lawfully executed on behalf of the Association (e.g., contracts, bonds, deeds, etc.).
- Affixes the Corporate Seal to any lawfully executed instrument requiring it.

Treasurer:

- Is responsible for the overall financial reports/records of the HOA.
- Reviews/authorizes each invoice presented for approval.
- Receives monthly financial reports from the management company (CSS); reviews for accuracy and works with CSS to deal with issues.
- Reports status of finances at BOD meetings.
- Conducts budget preparation for the following fiscal year, with BOD and CSS input.
- Presents proposed “new” budget to BOD for approval.
- Presents financial information/budget for upcoming fiscal year to HOA membership at the Annual meeting.

Member-at-Large:

- Participates in BOD/Annual meetings.
- Works with other BOD members to implement all projects/responsibilities of the BOD, as appropriate.

Each BOD member shall also act as a Liaison to one or more Pelican Reef Committees. The Chairperson of each Committee should contact their BOD Liaison, when/if they have issues which he/she feels should be addressed by the BOD.

Pelican Reef Homeowners Association, Inc.

Rules and Regulations

Adopted April 18, 2007

(Pelican Reef Restrictive Covenants references are provided in red.)

Following are highlights from the Pelican Reef Restrictive Covenants. Each and every property owner is **required** to comply with them, as a matter of law, as well as to be respectful of Neighbors and the Community. These items are not intended as a burden, but rather to protect the integrity of the Community and the value of our property.

1. All lots shall be used for residential purposes, only. “No trailer, truck, van, mobile home, doublewide mobile home, tent, camper, barn, garage, or other outbuilding or temporary structure parked or erected on lots in this subdivision shall at any time be used as a residence . . . “ (Page 8, # 12)
2. Summary: All construction, exterior alterations to any building or structure or grade of any lot, additions, repairs and upgrades must be approved, in writing, prior to beginning the project, by the Architectural Review Committee (PRARC). (Page 4, # 2)
3. “Except within the building site or within twelve (12) feet of the main dwelling, no trees of any kind (other than pine trees) in excess of six (6) inches in diameter at the ground level may be removed from any lot without the prior approval of the Committee.” (See Pine Trees) The Association does have the ability to fine owners “\$100.00 per tree removed without the prior written permission of PRARC. (Page 5, # 4)
4. “There shall be no signs, fencing or parking permitted within the road right-of-way.” (Other than Traffic Control Signs & Mailboxes) (Page 7, # 8)
5. “No noxious or offensive trade or activity shall be carried on upon any lot, nor shall anything be done thereon which may become an annoyance or nuisance for the neighborhood.” (Page 8, # 15)
6. “No animals or poultry of any kind may be kept or maintained on any of said lots, except a reasonable number of dogs, cats and birds that are kept on the owner’s property.” No animals are allowed to roam the community away from the owner’s private property. (Page 8, # 15)
[Pender County Code Sec 3-6. At large: “It shall be unlawful for any owner or keeper of a dog or cat to allow it to run at large in the county. Hunting dogs shall be exempt from the provisions of this section, while engaged in hunting, as long as they are under the supervision of the owner or keeper.” \(Ord. of 12-15-97\)](#)
7. “The throwing or dumping of trash, garbage or waste materials shall not be permitted.” (Page 8, # 15 – on Page 9)
8. “No clearing, filling or disturbing of wetlands, in violation of the governmental regulations, shall be permitted.” (Page 8, # 15 – on Page 9)
9. “. . . proposed alterations to the grade, elevation or physical characteristics of the site . . .” shall be approved by the PRARC. (Page 4, # 2)

10. "It shall be the responsibility of each lot owner to prevent any unclean, unsightly or unkempt condition of buildings or grounds on such lot. No portion or part of any lot shall be used for or maintained as a dumping ground for rubbish or other refuse." (Page 9, # 17)
11. All trash and waste are to be kept in a trash container that is screened from view from all roads, all other lots and from the Common Property. (Page 9, # 17)
12. "No firearms may be discharged within the subdivision." (Page 11, # 20)
13. "No outside clotheslines shall be permitted." (Page 12, # 23)
14. Satellite dishes may be erected in accordance with applicable Federal and State law. (Page 12, # 23)
15. "Mailboxes shall be of a design, color and choice of materials" as previously established. There are to be no separate newspaper boxes. Mailboxes, mailbox posts, street numbers and Pelican Reef logos may be purchased from Sal Migliara (910) 200-8493 Smigliara@hotmail.com (Page 12, # 23)
16. "There shall be no junk automobiles, junk of any sort, unserviceable vehicles or salvage stored or placed or allowed to remain on or in any portion of the subdivision." All vehicle repairs must be made in the enclosed garage. (Page 12, # 24)
17. All boats and trailers over twenty-eight feet (28') must be located within an enclosed garage or have Committee approval to be kept on a lot; all boats and trailers under twenty-eight feet (28') must be stored behind the building set-back lines. (Page 12, # 24)
18. No signage (other than Political Signs as allowed by NC Law) shall be erected on any lot without the prior approval of either the BOD or PRARC. (Page 12, # 25)
The following signs have been pre-approved by the BOD and PRARC: Invisible Fence Signs (no larger than 12" x 12"); a "For Sale" flyer box (approximately 12" x 12"); and a "Small" (12" x 12" or less) sign indicating the property is protected by an Alarm System.
19. "No dwelling unit on any lot shall be leased for transient or hotel purposes, nor may any owner lease less than the entire building units, nor shall any lease be for any period less than ninety (90) days." All leases shall be subject, in all respects, to the provisions of these Restrictions and the By-Laws. (Page 13, # 26)

Note:

PR HOA governing documents are available on the PR website www.PelicanReefonline.com

In addition, the Pelican Reef Board of Directors, in accordance with the power conveyed upon it by the By-Laws (Article II, Section 6), hereby established the following Rules and Regulations

Common Areas (Including but not Limited to All Roads in Pelican Reef)

- The speed limit on all Pelican Reef Roads is hereby set at 25 MPH and will be enforced, to the best of our ability. Property owners, including all family members and visitors, are always expected to obey this speed limit . THIS IS A SAFETY ISSUE INTENDED TO PROTECT EVERYONE. Owner violators will be subject to a \$50 fine for each offense, and Visitor violators may be subject to removal from the Community.
- STOP signs have and will be posted in locations selected by the BOD, considering input from the Community. STOP signs will be enforced in the same manner as speeding.
- All operators of motor vehicles (gas, electric or other) within Pelican Reef shall be 16 years of age or older. Those under 16 years of age shall be accompanied by an adult and/or possess a valid learner's permit or license.
Refer to NC House Bill 189, which took effect December 1, 2005, for the Safe Operation of ATVs. Copies may be obtained from the BOD.
- Parking within the Right-of-Way of all Pelican Reef Roads is **PROHIBITED** by the Restrictive Covenants. Parking within those areas may cause damage to the edges of the road surfaces, as well as roadside drainage swells. Violators will be subject to a \$50.00 fine for each offense, and vehicles may be towed (at owner's expense). *The BOD may grant short-term exceptions, upon written requests and assumption of responsibility. Construction vehicles, not making deliveries, shall NOT be parked in the Road Right-of-Way.*

Hearings and/or Fines: Will be administered in accordance with NC Statue 47F, by the BOD.

Meeting Rules: BOD meetings are conducted in accordance with the Pelican Reef By-Laws and the North Carolina State General Statutes, Chapter 55A. See the *"Policy for Homeowner Participation at Meetings of the Pelican Reef Homeowners' Association Board of Directors,"* located on the Pelican Reef Community website, www.PelicanReefonline.com for specifics.

Note from the Current BOD:

Pelican Reef is a wonderful Community in which to live. All of us (owners and residents) are responsible for displaying CONSIDERATION and RESPECT for each other, in all aspects of community living (e.g., speed control, animal behavior, noise control, etc., etc., etc.). Perhaps the "Golden Rule" says it best . . . Do Unto Others As You Would Have Them Do Unto You.

Committees:

Pelican Reef Committees and all who volunteer to serve on them are the backbone of our community! They deal with day-to-day happenings/issues and provide extremely valuable support to the well being of Pelican Reef. If you aren't already doing so, please consider volunteering to any/all Committee(s) in which you have interests/skills – it's rewarding work and makes Pelican Reef a better place in which to live.

Committees may be added or dissolved, as needs of the community dictate. Each active Committee should choose a Chairperson to coordinate its activities. If funds are required for the tasks associated with a Committee, the Committee is responsible for developing a budget, based upon requirements (history/new needs), and presenting those details to the BOD. Following approval of requested/revised budgetary needs, the Committee is responsible for tracking those funds, working to achieve their goals, staying within their budget, and submitting invoices to the Treasurer for approval/payment. Periodically, or as requested by the BOD, Committees are to report back to the BOD with status reports/activities/accomplishments.

Committees currently recommended, to enhance the functioning of the following requirements of the Pelican Reef community and/or its amenities, are listed, below:

- Architectural Review *
 - * This Committee exists, per requirements detailed in the Covenants/By-Laws
- Boat Corral
- Clubhouse
- Fitness Center
- Kayak/Canoe Launch
- Landscape
- Maintenance
- Pool

Architectural Review Committee

In accordance with the By-Laws, the Pelican Reef Architectural Review Committee (PRARC) shall be comprised of five volunteer members, approved by the Board of Directors.

PRARC has responsibilities for the following: (**Note:** This list is NOT all encompassing.)

- Requests for new home construction.
- Requests for additions and/or renovations to existing homes.
- Requests for docks, decks, out buildings, fences, etc.
- Requests for tree removal.
- Performing periodic inspection of projects under construction, to confirm compliance.
- Performing a final inspection of all projects, in order to confirm compliance and certify release of the refundable portion of the Builder's Bond, if posted, or determine the amount to be withheld, to cover the repair costs for damage to "common property."

PRARC shall hold a regularly scheduled meeting each month, to allow property owners to present their written requests, in person. The Committee is not required to and should not make significant decisions "on the spot," unless it is certain it has all the required/desired information to do so. Additional "closed" meetings may be scheduled, as required, to review and discuss items before the Committee.

All requests for review and approval shall be submitted to PRARC, in writing, on the day of a regularly scheduled monthly meeting. All requests for additional information, approvals and denials shall be issued by PRARC, in writing. A majority (3 like votes) is required for any action by PRARC. PRARC shall reply to every request it receives, within 30 days of receipt or sooner. **Note:** Emergency tree removal shall be the only exception and shall be as directed by the Chairperson.

PRARC shall maintain a file for each property within Pelican Reef, thereby creating a history for each property.

PRARC shall consult with the BOD, should it have a question regarding an issue before it.

See the separate document, "*Architectural Review Guidelines*" (last revised August 1, 2019), which is prepared and maintained to assist property owners, architects and builders working within Pelican Relief to understand and become active participants in the building process, thus assuring long-term neighborhood quality. These guidelines will help shape, maintain and enhance the quality of the residences and will be administered by PRARC during the review process, to determine whether a design meets with approval. It is not the intent of PRARC to make judgements as to what is beautiful, but to coordinate architectural diversity, while creating a blend of home styles which enhance the natural environment.

Boat Corral Committee

The Boat Corral Committee is responsible for overall management of this self-sustaining amenity, working in conjunction with BOD recommendations and approvals.

Responsibilities include the following:

- Verifies that requests for slots are those of Pelican Reef property owners.
- Ensures slots are utilized for boats/trailers and other associated recreational equipment (e.g., campers, RVs, etc.).
- Collects rental fees, agreed upon by BOD, and provides to CSS for deposit.
- Maintains listing of assigned slots, along with first-come/first-served waiting list for slots.
- Ensures all equipment maintained in Corral is currently licensed.
- Provides recommendations for enhancement of Corral facilities and costs estimates for necessary improvements.
- Helps maintain the overall appearance/usability of the Corral facilities.

Clubhouse Use

Clubhouse users are strongly encouraged to always exhibit *Respect, Courtesy* and *Consideration* for others (including neighboring residences/residents), respecting their rights and using appropriate behavior.

The Pelican Reef Clubhouse is available for rental, via reservation, for private events sponsored by owners in good standing (i.e., current with dues, without pending violation of PR rules, etc.). Owner must always be present during those events and assumes all responsibilities for any damages caused by guests. Daily drop-in use by property owners, over the age of 18, is permitted without reservation, if the Clubhouse has not been reserved by others. The Clubhouse is not available for rental by outside organizations.

Clubhouse reservations are handled via the CSS website, www.csshoamgt.com. A calendar for all existing reservations is maintained on that site, along with capability for processing electronic deposits (i.e., rental use fees, cleaning and damage refundable deposits, etc.). Reservations will not be considered confirmed, until required fees/deposits are received.

No deposits are required for PR community events (Garden Club, Book Club, etc.) or drop-in use; however, those uses need to be cleared on the reservation calendar. If damage occurs during any of these community/drop-in events, the property owner responsible for reservation/use will also be responsible for full costs of replacement items/clean-up costs, etc. Reservations are confirmed on a first-come/first-served basis. If a “paying customer” wishes to reserve the Clubhouse at a time when a non-paying community event is scheduled, the community group will be notified of the option of continuing its reservation, by paying the rental fee, or rescheduling its event/use.

Clubhouse Reservation Requirements and Guidelines include the following – see full information regarding these topics on the Pelican Reef website: www.PelicanReefonline.com.

- Clubhouse curfew is 1:00 AM – 8:00 AM; loud noise/disturbance outside the Clubhouse is prohibited after 11:00 PM.
- Clubhouse capacity is 85 people.
- No exercise sessions or swimsuits are permitted in the Clubhouse; proper attire (e.g., shirts, shoes, etc.) are always required.
- Tacks and tape may not be used to secure decorations to walls/furniture; metallic/plastic confetti may not be used in the Clubhouse.
- The Clubhouse is a smoke and drug free environment; additionally, minors are not to partake of alcoholic beverages on PR common property.
- Pets are not permitted inside the Clubhouse.
- Parking for Clubhouse events should be limited to the parking lot, only; should overflow parking be required, it is to be limited to the Clubhouse side of Royal Tern and E. High Bluff.
- Pelican Reef property owners who rent the Clubhouse are responsible for leaving it in the condition in which it was found, prior to leaving the Clubhouse after the event (i.e., clean, furniture in original locations, trash removed (to the outside trash cans), doors/windows locked, lights off, etc.). The Clubhouse Committee will provide a checklist, to help facilitate this requirement.

Clubhouse Committee

The Clubhouse Committee is responsible for overall management of this amenity, working in conjunction with BOD recommendations/requirements.

Responsibilities include the following:

- Provides walk-through inspections with property owners, **before** and **after** rental, to address questions/concerns and to assess overall condition and cleanliness associated with deposit requirements.
- On the day of each “paid” reservation: places a **RESERVED** notice on the front door of the Clubhouse, including the DAY, DATE, TIME (beginning/ending) of scheduled event, and ensures access to storage room is available, thermostats are appropriately set, and facilities are appropriately stocked with supplies (paper products, soap, etc.).
- Following each “paid” reservation: removes **RESERVED** notice from door, ensures storage room is locked, resets thermostats to routine temperatures (68 in Winter; 78 in Summer), and notifies CSS regarding associated deposit (i.e., withhold or release, based on cleaning inspection).
- Provides a checklist for property owners who rent the Clubhouse, to help them ensure it is left in the condition in which it was found.
- Ensures trash is emptied and cans are placed at the street for routine, weekly pickup, and returned to the Clubhouse location, afterwards.
- Monitors scope of work performed by the cleaning vendor, to ensure services are performed adequately; provides feedback, when appropriate, regarding areas of concern.
- Monitors Clubhouse supplies (e.g., trash bags, paper products, soaps, etc.), notifying the cleaning vendor of requirements, as necessary.
- Periodically monitors doors/lights, to ensure all are functioning appropriately and in preferred state, when facility is not in use (i.e., hallway lights on, for security, and interior doors closed, for best HVAC functioning).
- Provides feedback to the Maintenance Committee Chair, regarding conditions requiring his/her Committee’s attention (e.g., general maintenance, HVAC issues, pests, preventative maintenance needs, etc.).
- Assesses furnishing requirements (additions and/or replacements), including furniture, rugs, tables/chairs, lamps, etc.; submits annual budget proposal requests to BOD, for consideration, as required.
- Reviews and revises Clubhouse rules/regulations/guidelines, as appropriate; ensures that information is current on the community website.

Fitness Center Use

The Pelican Reef Fitness Center is available for use by property owners in good standing (i.e., current with dues, without pending violation of PR rules, etc.) and their guests. Owners must always be present with their minors (under 16) who are in/using this facility and shall assume all responsibility for any damages caused by themselves and/or their guests/minors.

Proper exercise attire and footwear are always to be worn in the Fitness Center, unless the exercise program dictates, otherwise. No sandals or bare feet are allowed.

The Fitness Center and Pool share restrooms and shower areas; no wet swim suits/clothing are permitted in the workout areas.

All personal items should be removed, upon leaving the Fitness Center. The PR HOA accepts no responsibility for personal belongings or lost/stolen personal items.

The Fitness Center is not available for commercial, illegal or offensive activities. It is a smoke, drug and profanity free environment and is intended for appropriate, personal fitness activities, only.

Users of the Fitness Center are strongly encouraged to always exhibit courtesy and consideration for others, respecting their rights and using appropriate behavior. When using weights and cardio equipment, limit use to no longer than 30 minutes, if someone else is waiting, and do not disrupt or interfere with another's workout.

Note: Always consult a physician before starting a fitness program. Not all exercises or activities are suitable for everyone. If you feel discomfort or pain, STOP! The PR HOA is not responsible for any health problems which may result from any training programs, products and/or equipment. Engaging in any exercise programs is doing so at your own risk.

Additional Fitness Center Guidelines include the following:

- Property owners are responsible for leaving the Fitness Center in the condition in which they find it – CLEAN – with all equipment/furniture in its original location AND trash removed.
- When leaving the Fitness Center, all doors/windows should be locked/secured; lights, machines, equipment, and televisions should be turned off.
- Weights shall not be dropped, stood on, or leaned against walls, other equipment or mirrors.
- Disturbances or annoyances of the neighborhood and loud music or noise outside the Fitness Center are prohibited.
- Pets are not permitted inside the Fitness Center.
- Users of equipment are to wipe off the equipment after use, using sanitary wipes.
- Personal locks/lockers are not permitted to be used on a permanent basis.
- Use of the Fitness Center telephone is for **emergency purposes**, only.
- Use of the Fitness Center for any activity other than its intended purpose, or not in accordance with these guidelines, may result in loss of privileges for the property owner.

Fitness Center Committee

The Fitness Center Committee is responsible for overall management of this amenity, working in conjunction with BOD recommendations/requirements.

Responsibilities include the following:

- Ensures cleanliness and safeness of the facility (including restroom and shower areas).
- Monitors the scope of work performed by the cleaning vendor, to ensure services are performed adequately; provides feedback, when appropriate, regarding areas of concern.
- Monitors all Fitness Center supplies (e.g., sanitary wipes, trash bags, paper products, soaps, etc.), notifying the cleaning vendor of requirements, as necessary.
- Periodically monitors doors/lights, to ensure all are functioning appropriately.
- Provides feedback to the Maintenance Committee Chair, regarding conditions requiring his/her Committee's attention (e.g., general maintenance, HVAC issues, pests, preventative maintenance needs, etc.).
- Assesses equipment maintenance needs; submits annual budget proposal requests to BOD, for consideration, as required, when equipment maintenance/repairs/replacements are recommended/required.
- Reviews and revises Fitness Center rules/regulations/guidelines, as appropriate; ensures these are posted in the facility and FC information is current on the community website.

Kayak/Canoe Launch Use/Committee

The Kayak/Canoe Launch provides an opportunity for members of the Pelican Reef community to access/paddle Virginia Creek. Its use is encouraged, for those who enjoy this type of recreational activity.

Note: There are no parking facilities associated with the Launch. Users may temporarily park on the roadway, to drop off/pick up water crafts, but must move vehicles to other acceptable locations (e.g., Clubhouse parking lot - .4 miles away), to stow their vehicles during use of the Launch facilities.

The Kayak/Canoe Launch Committee is responsible for overall management of this amenity, working in conjunction with BOD recommendations/requirements.

Responsibilities include the following:

- Ensures the facility is safe for use.
- Helps maintain the overall appearance/usability of the area, including grounds, storage, launch, etc.
- Ensures maintenance of a clean, trash free site.
- Assesses site needs (e.g., additional storage, established pathway/boundaries, bike rack, etc.); submits annual budget proposal requests to BOD, for consideration, as required, when physical site improvement requirements are recommended.

Landscape Team

The Landscape Team's purpose is to oversee and carry out duties to enhance and improve the Pelican Reef Community's Common Areas, with the assistance of additional volunteers, as needed.

Responsibilities include the following:

- Continually assesses performance of the current Grounds Maintenance vendor, based on the scope of work defined in its contract.
- Reviews and tracks the Team's expenditures vs. budget.
- Plans/schedules/implements yearly activities, including Community Workday(s).
- Evaluates landscape areas requiring improvement.
- Identifies major projects for inclusion in current and future budgets.
- Defines specifics for Spring and Fall plantings for identified areas (e.g., designated front entrance and pond, Clubhouse and Fitness Center beds/planters, etc.).
- Schedules spreading of pine straw for the Community's common areas and ensures the Grounds Maintenance vendor performs required weed control measures ahead of time.
- Implements all seasonal and major planting projects/plans, as defined.
- Communicates with the Maintenance Committee regarding the irrigation system (i.e., turning system on/off, testing sprinkler heads, etc.).
- Provides input for the next year's Grounds Maintenance contract.
- Prepares and submits annual budget proposal requests to BOD, as required.

Maintenance Committee

The Maintenance Committee's purpose is to oversee and/or carry out maintenance requirements, both current needs and preventative actions, associated with the Pelican Reef Community's amenities, utilizing the assistance of vendors and additional volunteers, as needed.

Responsibilities include, but are not limited to the following:

- Assesses maintenance needs/requirements of Community facilities, including Clubhouse, Fitness Center, Pool, roads/swales, front gate, irrigation systems, pumps/pump houses, docks/piers, etc.
- Communicates major maintenance needs/requirements to BOD, for awareness and potential funding requirements.
- Establishes and tracks preventative maintenance (PM) schedules for major systems (e.g., HVAC, pumps, front gate, building emergency exit requirements, etc.) and buildings (CH/FC/Pool Pump House), as well as general/routine maintenance requirements (e.g., pest control, lights, moisture control instruments (CH crawl space), etc.).
- Investigates requests for new services (e.g., additional streetlights).
- Establishes communication channels with designated Committee contact persons (e.g., Clubhouse, Fitness Center, Pool, etc.), to help ensure appropriate responses for specific issues, both emergency and routine.
- Manages maintenance requests, utilizing volunteers or professional vendors, as appropriate.
- Prepares and submits annual budget proposal requests to BOD, as required, for routine maintenance requirements and major projects.

Pool Use

The Pelican Reef Pool is available for use by property owners, residents and their guests, from May 1 through September 30. Owners/residents must accompany all guests, limited to a maximum of 4 non-residents. Children under the age of 14 must be accompanied by an adult over the age of 18.

The Pool and Fitness Center share restrooms and shower areas. All personal items should be removed from these areas, upon leaving the Pool. The PR HOA accepts no responsibility for personal belongings or lost/stolen personal items left in these areas.

Pool users are strongly encouraged to always exhibit *Respect, Courtesy* and *Consideration* for others (including neighboring residences/residents), respecting their rights and using appropriate behavior. The Pool is here for use by all owners/residents and their guests. Thank You for helping keep it a safe and enjoyable gathering place for the Community!

Additional Pool and Restroom/Shower Area Guidelines/Rules include the following:

- Use the gate “key card” to enter the Pool area.
- During the weeks/months in which the Pool is open, use is permitted during the hours of **6:00 AM to 9 PM**. Users: **SWIM AT YOUR OWN RISK**.
- Proper bathing attire is required for all swimmers. Please shower before entering the Pool.
- Children of diaper wearing age shall wear Swim Association approved swim pants; adults are encouraged to use the kiddie pool for these children.
- Property owners are responsible for leaving the Pool Area in the condition in which they find it – CLEAN – with all furniture in original locations, umbrellas closed, trash stowed in available, closed cans, AND food, toys and clothing/towels removed. (Cleaning supplies are available in the restroom closets.)
- Disturbances or annoyances of the neighborhood, including loud music or noise, are prohibited.
- The Pool is a **GLASS FREE** and **SMOKE FREE** area.
- Animals, bicycles, skates, skateboards, and scooters, etc., are not permitted in the Pool area.
- Personal locks/lockers are not permitted to be used on a permanent basis.
- Use of the Pool telephone is for **emergency purposes**, only.
- Use of the Pool/Restroom/Shower Areas for any activity other than their intended purposes, or not in accordance with these guidelines, may result in loss of privileges for the property owner/resident.
- These rules are in addition to those posted in the Pool Area. ALL are designed for the safety and enjoyment of ALL property owners/residents and their guests. The Pool Committee reserves the right to ask those not following these rules to leave the Pool Area.

Pool Committee

The Pool Committee is responsible for overall management of this amenity, working in conjunction with BOD recommendations/requirements.

Responsibilities include the following:

- Readies facility (e.g., cleans furniture, umbrellas, etc.), prior to “opening day.”
- Ensures cleanliness and safeness of the facility (including restroom and shower areas).
- Monitors the scope of work performed by the pool vendor, to ensure services are performed adequately; provides feedback, when appropriate, regarding areas of concern.
- Checks Pool Area, frequently, to ensure umbrellas which are not in use are closed, trash is stowed in closed cans, toys/clothes/etc., are temporarily stowed in containers provided for their retrieval, furniture is in good condition, and area is clean.
- Ensures trash can is placed at the street for routine, weekly pickup, and returned to the Pool location, afterwards.
- Monitors the scope of work performed by the cleaning vendor, to ensure Restroom/Shower Area services are performed adequately; provides feedback, when appropriate, regarding areas of concern.
- Monitors all Restroom/Shower supplies (e.g., trash bags, paper products, soaps, etc.), notifying the cleaning vendor of requirements, as necessary.
- Periodically monitors doors/gate, to ensure all are functioning appropriately.
- Provides feedback to the Maintenance Committee Chair, regarding conditions requiring his/her Committee’s attention (e.g., general maintenance, HVAC issues, pests, preventative maintenance needs, etc.).
- Assesses Pool Area needs; submits annual budget proposal requests to BOD, for consideration, as required, when furniture/equipment repairs/replacements are recommended/required.
- Reviews and revises Pool rules/regulations/guidelines, as appropriate; ensures these are posted in the facility and Pool information is current on the community website.