

The Refuge at Whitehall  
Common Property Advisory Committee (CPAC)  
Charter

**I. Purpose**

The primary function of the Common Property Advisory Committee (CPAC) is to assist the board of directors in fulfilling its oversight responsibilities in assessing the viability, acceptability, adherence to standards and owners satisfaction with common properties.

The role of the CPAC is advisory. It is not the duty of the CPAC to enforce standards or to serve as quality assurance evaluators.

**II. Organization**

The CPAC shall be chaired by a serving director and be comprised of three or more members of the Refuge with desired membership from those living on the marsh, pond, Oyster Road and thoroughfares as determined by the Board of Directors.

**III. Term of Office**

CPAC members shall serve for one year subject to renewal by mutual agreement of the member and the board.

**IV. Meetings**

The CPAC shall meet at least quarterly, or more frequently as circumstances require.

**V. Responsibilities and Duties**

To fulfill its responsibilities and duties, the CPAC shall:

1. - Report upon discovery of any situation, emergency repair, or remediation needed in common properties immediately to the board for action.
2. - Conduct periodic informal surveys or interviews of members of the Refuge to determine satisfaction with common properties.
3. - Review common properties for viability, acceptability and adherence to standards and provide a quarterly advisory report to the board (Mar, June, Sept and Dec).
4. - Formulate an enhancement and operational plan for common properties each year and present it to the board for consideration and possible inclusion in the annual budget (Nov).

**VI. Authority**

Covenants and Restrictions (Article 1, Definitions), By-Laws (Article III Section 3.22)

Reviewed May 2, 2012