



COMMITTEE CHARTER AND ASSIGNMENT

NAME: Land & Lakes Management **TYPE:** Standing/Advisory to COO
CHAIR: Dave Achey, Dir. Land **TERM:** One year; expires when new ops
VICE CHAIR: Norm Shea, Dir. Lakes plan is approved.
LIAISONS: Shannon White, DO
Joe Bunting, COO

OBJECTIVE OF COMMITTEE:

To support the association's strategic mission and vision by advising and supporting the association's operations plan. Assist in implementation of the association's financial goals as included in the current operations plan. Specifically, the objective is that the Association will be recognized as among the top Associations in the country in providing member services, so that recreation, property maintenance, security and other services will be continually monitored and revised as required to meet members' expectations. Services for special groups, such as seniors, will be in place. In contributing to a spirit of community, there will be ample places and forums for members to meet and mingle.

The priority for the committee will be to establish KICA service delivery as the best in the country.

To accomplish the objective and priority, the following measurable goal was created in the operations plan: Deliver recreation, property management, security and other services with excellence to positively impact quality of life for all members. All department heads will establish indicators that affect service performance and assure timely data collection, rapid response to the data with effective strategies, and assure appropriate follow-up. Measurable by completion of the action items listed below.

SPECIFIC COMMITTEE RESPONSIBILITIES:

Advise and assist the Directors of Land and Lakes Management to complete the following action items of the operations plan:

- Action Item 3a Director, land management, leads new sub-group of Land and Lakes Management Committee to create test for island's landscape contractors that adequately evaluates the contractors' understanding of the Landscape Guidelines for Association Members. Measured complete by the formation of the sub-group (1st quarter 2010).

- Action Item 3b Director, land management, working with Director, operations, leads sub-group to formulate a process to administer the Landscape Guidelines test for landscape contractors, as well as how to communicate the Landscape Guidelines to KICA members (2nd quarter 2010).

- Action Item 3c Directors, operations and land management, develop Landscape Guidelines testing specifications, to include who KICA will require to take the test, how it will be administered, what happens if student fails test or does not attend, presents test in both Spanish and English formats and keeping records for all testing. Program specs receive legal review (3rd quarter 2010).

- Action Item 3d Director, operations, administers legal review of Landscape Guidelines test (action item 3c above) and assures testing is consistent with commercial pass program, accomplished by director, security. Measured complete when the testing process development is complete and costs are budgeted as part of regular budgeting for Y2011 (3rd quarter 2010). Testing begins in 2011 as part of pass renewals (starts 1st quarter 2011).
- Action Item 3e Director, land management, increases his involvement in planning for 2012 PGA Championship.
- Contract to have Ocean Course area surveyed in preparation for landscape planning contract finalized for 2011 budget prep. Measured complete by completion of survey delivered to Director, operations (1st quarter 2010).
 - Award a contract for landscape renovations at the Ocean Course site. Measured complete by the awarding of contract and sign off by the COO (3rd quarter 2010).
 - Budget money for landscape renovations on the Ocean Course site during 2011 budget preparation. Measured complete when budget money has been appropriated and 2011 budget has been approved (4th quarter 2010).
- Action Item 3g Director, lakes management, leads a new Green Team of association members and staff to investigate methods to reduce KICA's carbon footprint. The Green Team will review conservation and recycling issues, conducting office audits to determine ways to promote energy savings and reduce waste generation. The Green Team will additionally advise on conservation and recycling implementation in each department.
- COO creates charter by Jan. 2010.
 - Director, human resources, recruits team members with input from director, lakes management. Requires board approval at January meeting (1st quarter 2010).
 - Team evaluates KICA practices (2nd quarter 2010).
 - Team provides suggestions to the director, operations, by written report (3rd quarter 2010).
 - Director, operations, includes suggestions that are feasible into 2011 operations budget (budgeting process starts Sept. 2010).
- Action Item 3k Director, land management, implements water conservation measures for KICA land management operations.
- Contract with vendor to install evaporation-transpiration based irrigation controllers in the Preserve and install equipment (1st quarter 2010).
 - Monitor water usage in the Preserve to evaluate water savings. Measured complete by a report to Director, operations, of water usage in 2010 compared to usage in 2011 (4th quarter 2010).
- Action Item 3L Director, lakes management, will research eliminating the use of lead fishing weights and propose that TOKI enact an ordinance barring their use (2nd quarter 2010).
- Action Item 3n Director, land management, encourages members to set aside areas on their properties for conservation of native vegetation (habitat conservation).

- Publish a series of articles in *Digest* highlighting native plants and their value, characteristics and benefit to wildlife. Six articles will be produced in 2010 (4th quarter 2010).
- Include native plantings in all renovation and repair projects on common property that KICA is involved with. Activity report submitted to director, operations (4th quarter 2010).

Action Item 3o	<p>Director, land management, continues to promote the Habitat Transition Zone Program HTZ).</p> <ul style="list-style-type: none"> • Continue to inform the membership on the benefits of HTZ through presentations at various functions and articles in the <i>Digest</i>. Staff will make at least two presentations to groups/webinars and create three articles for <i>Digest</i>. Report of activities to director, operations (4th quarter 2010). • Develop appropriate questions in regards to HTZ's to include in Members' Survey. Staff will work with governance/communications staff to complete this action item. Measured complete with composition of questions and approval of governance and communications staff (2nd quarter 2010). • Conduct member survey, through KMOS, in regards to HTZs (3rd quarter 2010).
Action Item 3p	<p>Director, land management, offers rescued plants to membership for use to reforest on their properties via communication in <i>Digest</i> that will publicize the availability of plantings to the membership. Director, land management, provides report re: plants utilized by membership, to director, operations (4th quarter 2010).</p>
Action Item 3q	<p>Director, land management, reforests common areas that have been damaged. Director, land management, reports activity to director, operations (3rd quarter 2010).</p>
Action Item 3r	<p>Director, land management, controls invasive species Chinese Tallow tree as a part of department's pruning operations. Staff will continue to aid members with tallow tree control on their properties. Staff will continue to inform the membership about tallow trees and other invasive species through articles and meetings. Report of progress to director operations (2nd quarter 2010).</p>
Action Item 3s	<p>Director, land management, promotes certified backyard habitat program through National Wildlife Foundation to members.</p> <ul style="list-style-type: none"> • Set up a sub-group of the Land and Lakes Management Committee to create a game plan to increase the number of certified backyard habitats on island. Measured complete with the formation of the group and their proposal to increase back-yard habitats on the island. Action plan to director, operations (1st quarter 2010). • Increase the number of backyard habitats on Kiawah Island by 10% in 2010. Measured complete by the addition of at least seven new certified properties (4th quarter 2010).
Action Item 7d	<p>Director, lakes management, will perform benchmarking activities for the mechanic's shop, developing "best management practices" in terms of processes. Measured complete by report to director, operations (1st</p>

quarter 2010).

Director, land management, will visit communities that encourage the native environment as a part of their landscape plan for their communities, developing a best management practices and communication program for members to naturalize their properties. Measured complete by a report to director, operations and publication in Digest (1st quarter 2010).

GENERAL CONSIDERATIONS:

1. All meetings are placed on the KICA master calendar.
2. Every effort will be made to include at least two non-resident members on the committee.
3. There will be an objective of 25% committee member turnover annually.
4. The COO is a non-voting member of the committee.
5. Committee members serve at the pleasure of the COO.
6. Committee meetings are open to all KICA members.
7. The committee has no authority to spend funds or supervise staff. It is advisory, not operational.
8. The committee chair has the privilege to set up subcommittees at his/her discretion to complete the objectives and responsibilities of the committee. Such set up does not require COO approval.
9. The Chair or Vice Chair will take minutes, which will be turned in to the Executive Director not more than three (3) business days after the committee meeting. Minutes are included in the next board meeting's packet.

COMMITTEE MEMBERS:

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|---------------------------|----------------------|
| 1. Dave Achey - Chair | 10.Liz King (Resort) |
| 2. Norm Shea – Vice Chair | 11.Barbara Lewis |
| 3. Dale Anderson | 12.Art Morganstern |
| 4. Susan Boehme | 13.Tony Speno |
| 5. Jim Chitwood | 14.Diane Sula |
| 6. Phyllis Cohen | 15.Greg VanDerwerker |
| 7. Maureen Dabruzzi | 16.Mia Wilkinson |
| 8. Stuart Hirsch | 17.Robert Ryan |
| 9. Jim Jordan (Town) | |

STATUS REPORTS:

The committee will develop a work plan timeline for the February meeting so the action items assigned can be completed. Committee reports and minutes are included in the board's agenda packets. Committee receives community association's mission statement, vision statement, strategic plan projects and operations plan.