

SIPOA COMMITTEE DESCRIPTIONS AND TIME COMMITMENTS

BYLAWS §7.1 AUTHORITY OF COMMITTEES IN GENERAL: Generally, committees act in an advisory capacity to the Board, except when specifically delegated the authority to act on behalf of the Board, and make formal recommendations to the Board upon affirmative vote of the committee members present at a meeting at which a Quorum is present.

BYLAWS §7.2 APPOINTMENT OF COMMITTEE CHAIRPERSONS AND VICE CHAIRPERSONS: As soon as practicable after the Annual Meeting of Property Owners, the President shall appoint Directors to serve as chairpersons and, where deemed necessary, vice chairpersons of the standing committees, subject to the approval of a Majority of the Directors present at the first regular meeting at which a Quorum is present.

BYLAWS §7.3 APPOINTMENT OF STANDING COMMITTEE MEMBERS: Committee chairpersons shall select and appoint the members of their committees from among Property Owners in Good Standing, or their spouses, or Declared Domestic Partners, or holders of an equitable or beneficial interest in Property owned by an Entity that is a Property Owner in Good Standing, and shall promptly notify the Secretary of the appointments. Committee members serve at the pleasure of the chairperson; provided, however, any committee member may at any time be removed by the Board at its sole discretion.

BYLAWS §7.4 STANDING COMMITTEES

Amenities and Activities Committee: (§7.4.8)

“This Committee shall develop and recommend to the Board of Directors policies and programs to enhance social, intellectual, recreational, fitness and wellness needs of the community, as well as community activities held on the Lake House property - both inside the facility and throughout the adjoining property owned by SIPOA, and the Oyster Catcher Community Center. The Committee may also serve as liaison to special interest groups and organizations using the properties for meetings or events. Additionally, working with SIPOA staff, the Committee will coordinate other requested activities throughout Seabrook Island that involve use of trails, boardwalks, beaches and SIPOA roadways for special events such as parades and races. The Committee may make recommendations to other SIPOA committees and the Board of Directors regarding policies or programs that also impact SIPOA facilities and property.”

Time Commitment:

Meetings: One/month

Duration: 1-2 hours

Event Volunteer Activity: Occasional assignments for special events.

Total estimated time commitment: 3-5 hours/month.

Architectural Review Committee:(§7.4.6)

“The Architectural Review Committee (“ARC”) serves as the duly appointed representative of the Board and, as such, it shall be responsible for the review of all plans for construction, landscaping and external improvements to Property, and any changes to same, and shall have the functions, responsibilities and authorities as provided in the Protective Covenants and as otherwise determined by the Board. The ARC shall also have responsibility for developing and administering, subject to Board approval, the policies and procedures set forth in the publication, Seabrook Island Property Owners Association *Policies & Procedures for Residential Development*, and to impose monetary or other sanctions for violations thereof. The ARC shall also hear appeals in matters within its jurisdiction.”

SIPOA Committee Descriptions and Time Commitments 2026

Time Commitment:

Meetings: First & third Tuesdays each month

Duration: 4-6 hours

Site visits: Monday prior to meeting 1-3 hours. Includes walking on uncleared property and rough terrain.

Total estimated time commitment: 15-20 hours/month.

Membership: Two Board members, plus five members serving three-year terms.

Communications Committee: (§7.4.9)

“This Committee shall advise the Board of Directors on recommended strategies and objectives for internal and external communications to ensure property owners are informed about the activities and responsibilities of SIPOA. To the extent possible, the Committee will coordinate its communications strategy with other organizations on Seabrook Island including the Seabrook Island Club and the Town of Seabrook Island.”

Time Commitment:

Meetings: One/month

Duration: 1-2 hours

Occasional subcommittee assignments as needed.

Total estimated time commitment: 3-4 hours/month.

Environmental Committee: (§7.4.7)

“This Committee shall advise the Board on matters relating to the beach trust area, wildlife, plants and trees, marshes, lakes and other matters relating to the environment. It shall develop and recommend to the Board policies for environmentally sensitive areas. It shall participate in other activities that fall under the jurisdiction of the United States Environmental Protection Agency, and its Bureau of Ocean and Coastal Resource Management, the South Carolina Department of Health and Environmental Control or other such governmental agencies as may have jurisdiction over the environment of Seabrook Island.

Time Commitment:

Meetings: One/month

Duration: 1-2 hours

Occasional subcommittee assignments as needed.

Total estimated time commitment: 3-8 hours/month.

Finance Committee: (§7.4.1)

The Treasurer shall serve as chairperson of the Finance Committee. This Committee shall:

- (i) Establish procedures for and implement the preparation of a budget for the ensuing fiscal year and shall recommend an operating budget and capital expenditure and capital reserve budget to the Board based upon estimates from the various committees and/or operating components reporting to the Board or the Executive Director.
- (ii) Establish procedures for measuring the actual income, expenditures, and cash flow of SIPOA against the budget, and shall report complete financial operations to the Board on a regular basis.
- (iii) Establish and update internal controls to safeguard assets of SIPOA, and shall seek to formulate and implement proposals to impose fiscal responsibility with respect to the operations of SIPOA.
- (iv) Periodically review and approve the composition of the SIPOA investment portfolio.
- (v) Oversee Reserve Studies in consultation with other appropriate committees periodically to evaluate future financial needs.

SIPOA Committee Descriptions and Time Commitments 2026

Time Commitment:

Meetings: One/month

Duration: 1-2 hours

Budget Meetings August – November: 6-8 additional meetings.

Total estimated time commitment: Attend at least 75% of scheduled meetings. 3-5 hours/month.

General Operating and Maintenance Committee (GOMC): (§7.4.3)

This committee shall develop, recommend, and arrange for the implementation of policies and programs for the maintenance of common property owned by SIPOA, such as, but not limited to, buildings, roads, bridges, parking spaces, storm drainage systems, signs and street lighting. The committee shall make recommendations to the Board regarding acceptance of roads, bridges, drainage easements and other structures that have been constructed within the SID. The committee shall be responsible for long-range planning of major maintenance relating to roads and drainage and other common properties. The committee shall oversee the development of specifications, requests for proposals and the review of bids for projects within its jurisdiction.

Time Commitment:

Meetings: One/month

Duration: 2-3 hours

Occasional subcommittee assignments as needed.

Budget Meetings August – November: 2-3 additional meetings if needed.

Total estimated time commitment: 3-8 hours/month.

Legal Committee: (§7.4.4)

“This committee shall serve as the SIPOA’s liaison with its legal counsel, and shall coordinate with Directors, officers and other committees upon questions of law, rules and regulations, and Bylaws that may be referred to it by the Directors, officers and other committees. This committee shall monitor all pending or threatened litigation in which the SIPOA is involved or in which it has an interest, and keep the Board apprised of any legal developments of significance or as otherwise requested by the Board. The committee may develop and recommend to the Board policies for review of contracts and for internal audit of all aspects of SIPOA operations. This committee shall also monitor such federal, state, county and town matters, proceedings or legislation that it deems appropriate that may affect the interests of SIPOA or Property Owners.

Time Commitment:

Meetings: One/month

Duration: 1-3 hours

Occasional subcommittee assignments as needed.

Total estimated time commitment: 1-4 hours/month.

Long Range Planning and Development Committee: (§7.4.5)

This Committee shall be responsible for developing and recommending to the Board long range goals and strategic plans through study and analysis of current and anticipated future growth and needs.”

Time Commitment:

Meetings: One/month

Duration: 2-3 hours

Occasional subcommittee assignments as needed.

Total estimated time commitment: 3-5 hours/month.

SIPOA Committee Descriptions and Time Commitments 2026

Safety and Security Committee: (§7.4.2)

“The Safety and Security Committee shall develop and recommend to the Board rules and regulations for control of access to the SID, and for the security, protection, safety and welfare of Property Owners and all Persons within the SID. The committee shall develop programs, policies and rules and regulations covering security, traffic control, and enforcement of applicable recorded Protective Covenants, as well as Bylaws and duly adopted and published rules and regulations. The Safety and Security Committee shall also hear requests for reconsideration in matters within its jurisdiction.”

Time Commitment:

Meetings: One/month

Duration: 2-3 hours

Occasional subcommittee assignments as needed.

Total estimated time commitment: 2-4 hours/month.