

WEDGEFIELD PLANTATION ASSOCIATION POLICY MANUAL

SECTION XVIII

PLANT, PROPERTY AND EQUIPMENT

1. PURPOSE

The Plant, Property and Equipment Committee position on the Board of Directors has been established in accordance with Bylaw Article IX Sections 1 & 2 to oversee the maintenance and preservation of all structures and equipment owned by the Association.

2. PROCEDURE AND REPORTING

The Committee will, on a regular basis, examine all properties owned by the Association to ensure they are kept in good condition. The Committee will be responsible for creating a maintenance schedule and training members to accomplish those tasks. For major projects the committee's recommendations will be reviewed by the Board for approval. Monthly and yearly reports will be provided to the Board and the membership.

3. COMMITTEE SUPPORT

The PPE Committee will support the Landscape, Drainage, Roads and other committees as needed.

4. GENERAL MAINTENANCE

4.01 **Maintenance Schedule:**

The PPE Committee Chairperson shall determine the schedule and frequency of maintenance.

4.02 **Office Building:**

The Chairperson shall coordinate the maintenance of the office building and furnishing Maintenance includes: Power wash, Gutter Cleaning, Filters, Annual A/C service, Pest Control (termite), Security System, E-sign, Lighting (inside and outside), Cleaning, Painting, and Repairs.

4.03 **Irrigation:**

Maintenance, winterizing/commissioning, Timer, Valves, Pipes, Sprinkler heads.

4.04 **Pond Fountain:**

Maintenance which includes: Timer, Electrical Connection

4.05 **Gatehouse:**

Maintenance which includes: American Flag, Toilet(indoor Plumbing), Gutters, Power wash, Down spouts, Spectrum Drop, E-sign, Brick repair. WPA sign.

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4.06 Marina Gate House:

Maintenance which includes: Security System, Spectrum Drop, Marina Gate (solution), coordinate with Water Amenities with dock maintenance.

4.07 Hurricane Clean Up:

Develop and distribute Disaster Plan

4.07 Street Lights:

The Chairperson will evaluate and respond to all written requests made to the office for additional street lighting.

The Chairperson will communicate with Santee Electric for repairs when street lights malfunction.

4.07 Street Signs:

The PPE Committee Chairperson will coordinate with the Roads Committee Chairperson for maintenance of street signs and file insurance claims when applicable.

4.08 Insurance:

File insurance claims when applicable.

5. HURRICANE DISASTER RECOVERY

5.01 Clean-up After Hurricanes:

1. PPE and Landscape Committees will work together with the contracted landscaper with storm cleanup.
2. All owners/residents will be responsible for their own property.
3. If the storm is unnamed, residents will be required to transport their own debris to the county landfill.
4. In the case of a named (category 1, 2, 3, 4, 5) storm, debris should be placed along the roadside for pickup.
5. Street cleaning will commence as soon as possible following the storm by volunteers and/or Landscape contractor.
6. Only debris such as limbs, trees, etc. caused by the storm will be removed. No personal pruning will be accepted.

5.02 Storm Plan for Wedgefield Plantation (Volunteers):

1. Volunteers with trucks, chain saws or other equipment should report to the office as soon as possible after the storm ends or by 7:00 a.m.
2. The clearing of roads from US Route 701 to all areas of Wedgefield will be given priority for emergency vehicles.
3. In the Plantation, Wedgefield Road and Wraggs Ferry Road need to be cleared of debris first.
4. A spot check of all residences will be made to ensure personal safety of all residents.
5. Drainage will be checked to make sure it is fully cleared.