



**UOC**  
April 2, 2008  
9:00am @ Pelican Landing Community Center

- I. CALL TO ORDER – Stephanie Coburn, Chairperson
- II. PLEDGE OF ALLEGIANCE & ROLL CALL
- III. APPROVAL OF MINUTES March 5, 2008 UOC Meeting
- IV. ANNOUNCEMENTS
  - A. PLCA Board Meeting: April 16, 2008 9:00am– Pelican Landing Community Center
  - B. Bayside & Bay Creek CDD Meeting: April 28, 2008 2pm – Pelican Landing Community Center
  - C. UOC Meeting: May 7, 2008 9am – Pelican Landing Community Center
  - D. Board Election Results – Tom Betts, secretary; Pat Smart, treasurer
  - E. Resumes being accepted for 3<sup>rd</sup> co chair position – submit résumé by April 16<sup>th</sup>
  - F. Resident Volunteer Appreciation Night April 10, 2008- 5pm – 7pm Community Center
  - G. Neighborhood Annual Meeting Minutes – Send to PLCA Administration Office including results of UOC Representative Elected
- V. COMMUNITY FOUNDATIONS OF FLORIDA – Mary Lynn Ziemer
- VI. RESIDENT INPUT ON AGENDA ITEMS
- VII. CDD UPDATE – Tom Stang
- VIII. FINANCE COMMITTEE REPORT – Emory Geller
- IX. SUBCOMMITTEE REPORTS
  - A. CANOE/KAYAK – Buck Deggendorf
  - B. BOCCE – John Bracco
  - C. COMMUNITY CENTER – Barbara Taefi
  - D. SAILING – Dave Ballew
- X. MANAGER’S REPORT – Marie Martel
- XI. NEW BUSINESS
  - A. ACTIONS BY PLCA BOARD MARCH MEETING:
    - a. Re-draft of Sub Committee Guidelines not approved
- XII. UNFINISHED BUSINESS
  - A. COCONUT POINT MARINA VACATION ISSUE – Stephanie Coburn
  - B. PIC REPORT – Nelson Glueck
  - C. CPM TASK FORCE – Bernice Cheek
- XIII. OPEN FORUM
- XIV. ADJOURNMENT

**MINUTES FROM THE  
LAKEMONT COVE UOC MEETING**

**APRIL 2, 2008**

The minutes from the UOC Meeting on March 5, 2008 were approved. The next UOC Meeting will be May 7, 2008.

UOC Board has approved a petition to urge the PLCA Board of Directors to persuade the Bayside and Bay Creek CDD to approve the restoration of the Rowe docks.

Children's Park construction will begin as soon as county permits are issued.

Flu shots will be available at the Pelican Landing Community Center next Fall.

Motion was made and approved to accept the Rules and Regulations regarding sub-committees as attached.



# Pelican Landing Community Association Policies & Procedures

<b>Title: UNIT OWNERS' COMMITTEE SUBCOMMITTEE GUIDELINES</b>		Page #: 1 Of: 2
<b>Section: General Administration</b>		
<b>Number: 100.02</b>	<b>Effective Date:</b>	
<b>Department: All</b>	<b>Date of Previous Issue: 4/13/03, 11/19/03</b>	
<b>Distribution: UOC reps, Co-Chairs, CAM, PLCA Board, Dept. Heads, Subcommittee Chairpersons</b>		
<b>Reference: Section 7 of the Pelican Landing Bylaws, Attachment A</b>		

## A p p r o v a l

PLCA Board	Date

**Policy:** Unit Owners' Subcommittee Guidelines

**Definition:**

Subcommittees operate within Pelican Landing under the direction of the Unit Owners' Committee (UOC). These subcommittees participate in policy development, research and general organizational matters pertaining to the stated subcommittee purpose (e.g. tennis, privacy, etc.). Each subcommittee reports directly to the UOC.

**Purpose:**

Subcommittees are advisory in nature and serve the Community as a valuable resource. Subcommittee members contribute by proactively developing and recommending goals and actions to support, maintain and improve our amenities and assist the staff in carrying out their responsibilities. Pelican Landing resident participation enables our continuation as a premier Southwest Florida community. Residents are highly encouraged to participate and contribute; subcommittees are the backbone of the efforts needed to allow the Association to function.

**STRUCTURE**

1. Subcommittees that report directly to the UOC are: Beach Park, Bocce, Community Affairs, Community Center, Canoe/Kayak, Fitness, Privacy, Sailing, and Tennis
2. Subcommittees have a minimum of 5 and maximum of 9 voting members. Only owners of property in Pelican Landing may serve on a subcommittee and only one member per household may vote. There is no limit to the number of non-voting members. No vote may take place without a quorum of voting members.
3. A voting member may serve a term of no more than 4 consecutive years. New subcommittee members will be selected by the present subcommittee after reasonable efforts have been made to solicit new members from throughout the Pelican Landing community. In order to avoid concentration of membership, no more than 2 voting members may be from the same neighborhood. After a two-year waiting period, former subcommittee

members may serve another term if selected. All subcommittees will stagger their incoming and outgoing members' terms so that a maximum of 3 members rotate out each year.

4. The subcommittee is headed by a chairperson chosen by the members of the subcommittee on an annual basis, during the same month as the PLCA annual meeting.
5. Each subcommittee has, as a liaison, a UOC Co-chair or designee, whose responsibility it is to maintain contact with the subcommittee chair, attend meetings whenever possible, and serve as a non-voting resource to the subcommittee.
6. All subcommittee meetings should be attended by the staff member responsible for that activity.

## RESPONSIBILITIES

1. Each subcommittee prepares, reviews, and updates its 3-year plan annually making sure that it supports the PLCA long-range plan. Subcommittee plans are reviewed and approved periodically by the UOC and forwarded to the Board.
2. Subcommittees adhere to and follow the Pelican Landing Bylaws, Policies and Procedures, and The UOC Code of Ethics in carrying out their responsibilities.
3. Subcommittees meet when necessary but no less than once per calendar quarter.
4. Approved minutes of all meetings are kept by a secretary (designated member of the subcommittee) and are filed with the PLCA Manager within one week of approval for posting on the PLCA website. Actions (votes and tallies), reports, and summarized discussions should be in the minutes.
5. A formal report to the UOC is given by each subcommittee chair or his/her designee each quarter. However, if the status of an activity is of immediate concern to the UOC and/or residents, a report should be given at the next regularly scheduled UOC meeting.
6. The subcommittee chairperson is responsible for conducting an orientation for each new member.
7. Although the staff relies on recommendations and staff support from the subcommittees, subcommittee members do not make decisions regarding the operation of the PLCA or provide direction to the staff. If an area of concern is identified, the subcommittee chair should communicate directly with the PLCA Manager and/or UOC liaison.