



Brickyard Creek Community Association (BYCCA) Governance Infrastructure

**Approval by the BYCCA Board of Directors
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And

Members of the BYCCA Community Relations Committee

BYCCA Vision: We are a unique community of people focused on protecting our environment for future generation.

BYCCA Mission: BYCCA Owners are committed to active stewardship of our environmental community through the promotion of ongoing education, achievement of continued economic stability and, being active, good neighbors throughout our Lake Superior communities

Guiding Principles for the BYCCA Board of Directors and all BYCCA Committees:

Brickyard Creek Community Association (BYCCA) is a planned residential community of condominiums and lake homes bound by a shared respect and appreciation for the natural environment. Our governing vision is that we are a community where the choice to reside is motivated by its intrinsic natural setting and unique character. Our core values focus on protecting, restoring, preserving, and sustaining our setting, both within BYCCA and the surrounding communities. We lead by example. All members of the BYCCA Board of Directors and people serving on BYCCA committees have individual and collective responsibilities to help protect our vision of “a unique community of people focused on protecting our environment for future generations.”

Duties and Responsibilities of the BYCCA Board of Directors

The Brickyard Creek Community Association Board of Directors serves as the joint Board for both the Brickyard Creek Expandable Condominium Association and the Brickyard Creek Umbrella Association. In this capacity, it oversees and supervises the work of an authorized management services provider and fiscal agent for the BYCCA, authorizing it to:

- Employ a manager.
- Contract for needed services.
- Manage and invest all financial reserves.
- Arrange for needed insurance.
- Prepare and submit required tax filings and payments.
- Perform administrative duties as needed and required.
- Provide for the maintenance and improvement of commonly used properties, infrastructure and amenities.
- Establish working committees.
- Appoint members to and support the functioning of the Architectural Control Committee (ACC).
- Perform other such duties it deems necessary and proper to ensure the well-being of the BYCCA.

Brickyard Creek Community Association

BYCCA Board of Directors

Job Description

Purpose

Members of the BYCCA Board of Directors for the Brickyard Creek Community Association have the primary purpose of ensuring BYCCA thrives and abides by its values and vision.

Responsibilities

- Review, amend and enforce BYCCA bylaws.
- Appoint committee members and their committee chairs. Oversee all actions and recommendations from standing and ad-hoc committees.
- Establish sound fiscal policies and maintain accurate records (in cooperation with the Finance Committee).
- Approve annual budget and expenditures (in cooperation with the Finance Committee), keeping in mind the needs, requirements and expectations of the community.
- Establish reserve funds (following the short-and-long range planning recommended by the Finance Committee).
- Serve as the employer and supervisor of any and all employees.
- Establish a comprehensive strategic plan on a three-year rotating cycle including review of mission, vision, values and goals (in cooperation with the Community Relations Committee).
- Review and approve natural resource recommendations and plans (in cooperation with the Forest and Watershed Committee).
- Communicate all issues and/or concerns to the full BYCCA Board of Directors.
- Inform all BYCCA Owners of important BYCCA Board of Directors decisions and transactions (in cooperation with the Community Relations Committee).
- Attend and participate at meetings.

Meetings

The BYCCA Board of Directors will meet at least quarterly. A quorum of any meeting will consist of a majority of its voting members. BYCCA Board of Directors members may participate by teleconference.

Agenda, Minutes and Reports

The Board President will be responsible for establishing the agendas for meetings. An agenda, together with additional materials, will be sent in advance of meetings. Minutes for all meetings will be drafted by the Board Secretary or their designee and approved by committee members at the following meeting.

The annual meeting must be held during the month of May. All BYCCA Owners will be invited to attend.

Brickyard Creek Community Association

Committee Structure

Following the structure of governance for Brickyard Creek, committees serve the primary function of reviewing important issues and making recommendations to the BYCCA Board of Directors for review and action.

Three types of committees exist for specific reasons. They include standing committees, advisory committees and ad-hoc committees.

***Standing committees** are "function oriented" and serve a clearly defined function in the operation of the association. Standing committees remain in force indefinitely.

***Advisory committees** are "consultative oriented" and have no decision-making power. This type of committee approaches its advisory role by identifying, investigating and discussing issues, and proposing solutions/recommendations for review/action by the BYCCA Board of Directors.

***Ad-hoc committees** are "task oriented" and generally short term in nature. This type of committee may cease to exist once its assigned tasks have been completed. Ad hoc committees bring the recommendations of their focused task efforts to the BYCCA Board of Directors for review and action.

Brickyard Creek Community Association

Finance Committee

Purpose

The Finance Committee is a standing committee (see definitions on p. 4) of the BYCCA and is responsible for developing the annual budget and assessment; planning for the short-and-long term viability of the Association and the Association's ability to finance its mandated responsibilities.

Authority and Responsibilities

Annual Budget

This committee will establish an Annual Budget based on the calendar year to be reviewed and approved by the BYCCA Board of Directors no later than December 31st of each year. This budget will include projected revenues and expenses as well as funds in reserve for major projects.

Assessments, Income and Expenses

As part of the financial planning process, the finance committee will regularly review income and expenses and make recommendations concerning any necessary assessments.

Short-and-Long Term Planning

To ensure the long-term viability of Brickyard Creek, the finance committee will formulate a financial feasibility plan for short term and long-term projects. If these projects require substantial funds, the plan should include future financial needs projections (2-year, 5-year and 10-year plans).

Organization

Review of Charter

This charter will be reviewed and revised by the Finance Committee on an annual basis, and any proposed changes will be submitted to the BYCCA Board of Directors for approval.

Membership/Structure/Quorum

The Finance Committee will consist of at least three but no more than five members. Members will be appointed by the BYCCA Board President. The majority of Finance Committee members will be members of the BYCCA Board of Directors. Finance Committee members should have experience or an interest in finance and planning.

Meetings

The Finance Committee will meet at least quarterly. A quorum of any meeting of the Finance Committee will consist of a majority of its voting members. Finance Committee members may participate by teleconference.

Agenda, Minutes and Reports

The committee chair will be responsible for establishing the agendas for meetings. An agenda, together with additional materials, will be sent to Finance Committee members in advance of meetings. Minutes for all meetings will be drafted by the committee chair or their designee and approved by Finance Committee members at the following meeting. Reports will be given to the BYCCA Board of Directors after each committee meeting.

Brickyard Creek Community Association

Architectural Control Committee

Purpose

Pursuant to the Declarations of the Brickyard Creek Condominium Association, Roy's Point Shores, and the Brickyard III Lake Homes, an Architectural Control Committee (ACC) has been established as an extension the BYCCA Board of Directors' responsibility and authority to ensure that the character of the BYCCA is maintained and protected. The BYCCA Board of Directors has created the ACC to implement this task and gives it the authority to uphold the values, identity, and architectural integrity of the community by the review and oversight of all proposed construction, exterior modification, and associated environmental impacts.

A detailed explanation of the following can be found in the BYC website Resources section under [Architectural Guidelines](#).

- Architectural Control Committee Charter
- Architectural Control Committee Governance
- Architectural Control Committee Criteria
- Activities That Require ACC Review and Approval
- ACC Review Procedure
- Owner Requirements for ACC Review

Organization

Review of Charter

This charter will be reviewed and re-evaluated at least annually by the ACC and any proposed changes will be submitted to the BYCCA Board of Directors for approval. Additional information and specifications for the committee can be found on the BYCCA website under: Architectural Control Committee Charter.

Membership/Structure/Quorum

The ACC will consist of three members. The committee chair will be appointed by the BYCCA Board President. Members of the ACC cannot serve on the BYCCA Board of Directors but will provide the BYCCA Board of Directors with regular updates and reports. The ACC will nominate one alternate member who could serve in the absence or abstention of any one of the voting members. ACC members should have experience or an interest in architectural integrity.

Meetings

The ACC will meet at least four times a year. A quorum of any meeting of the ACC will consist of a majority of its voting members. ACC members may participate by teleconference.

Agenda, Minutes and Reports

The committee chair will be responsible for establishing the agendas for meetings. An agenda, together with additional materials, will be sent to ACC members in advance of meetings. Minutes for all meetings will be drafted by the committee chair or their designee and approved by ACC members at the following meeting. Reports will be given to the BYCCA Board of Directors after each committee meeting.

Brickyard Creek Community Association

Community Relations Committee

Purpose

The Community Relations Committee, an advisory committee of the BYCCA, is the keeper and nurturer of the BYCCA vision. The Community Relations Committee is aware of the ever-changing issues affecting the BYCCA and its long-term viability and sustainability. Activities and efforts will center on communicating with BYCCA Owners and other key stakeholders.

Authority and Responsibilities

BYCCA Community Communications

Community connections are important for all BYCCA Owners. The Community Relations Committee will develop a plan to communicate with BYCCA Owners and key area stakeholders on a regular basis using a number of different avenues.

Sense of Community

Continuing to build a sense of community within the BYCCA and a sense of belonging among the neighbors of the BYCCA is an essential part of the work to be completed by this committee. This can be accomplished through a number of ways, including events, educational opportunities and regular communications.

Organization

Review of Charter

This charter will be reviewed and revised by the Community Relations Committee on an annual basis, and any proposed changes will be submitted to the BYCCA Board of Directors for approval.

Membership/Structure/Quorum

The Community Relations Committee will consist of at least three but no more than five members. The committee chair will be appointed by the BYCCA Board President. At least one member of the Community Relations Committee must be a BYCCA Board of Directors member and will serve as the liaison between the committee and the BYCCA Board of Directors. Community Relations Committee members should have experience or an interest in communications and in advancing the mission of the BYCCA.

Committee focus will include ongoing coordination with the BYCCA Board of Directors and its committees.

Meetings

The Community Relations Committee will meet at least four times a year. A quorum of any meeting of the Community Relations Committee will consist of a majority of its voting members. Community Relations Committee members may participate by teleconference.

Agenda, Minutes and Reports

The committee chair will be responsible for establishing the agendas for meetings. An agenda, together with additional materials, will be sent to Community Relations Committee members in advance of meetings. Minutes for all meetings will be drafted by the committee chair or their designee and approved by Community Relations Committee members at the following meeting. Reports will be given to the BYCCA Board of Directors after each committee meeting.

Brickyard Creek Community Association

Forest and Watershed Committee

Purpose

The Forest & Watershed Committee is an advisory committee (see definitions on p. 4) of the BYCCA and continually strives to be the foundation for BYCCA stewardship in partnership with the larger Bayfield community. The primary work of this committee is to focus on environmental stewardship, education as well as enhancing and sustaining the uniqueness of this special place.

Authority and Responsibilities

Trees and Vegetation

The committee is charged with fulfilling the following requirements concerning trees and vegetations:

- Changes to any Brickyard Creek grounds or vegetation will be made only with the approval of the Forest and Watershed Committee.
- Trees will be removed or planted only with the approval of the Forest and Watershed Committee.
- The Forest and Watershed Committee will only approve the planting of native wildflowers, grasses, shrubs and trees on the common grounds. Please refer to the following for clarification: The Hazardous Tree Guidelines and the Native Tree/ Guidelines for BYCCA Grounds and Landscaping is available on the BYCCA Website.
- Wildflowers will not be removed from the Brickyard Creek grounds.
- Grass mowing is not allowed on the common grounds. ANY mowing requires approval of the BYCCA Forest and Watershed Committee.

Preservation and Restoration

Preservation and restoration concepts and projects will be researched and reviewed by the Forest and Watershed Committee. Once vetted by the committee, recommendations will be brought to the BYCCA Board of Directors for review and action.

Sustainability Plan

Principles of water and natural resource stewardship will be incorporated into the standard work of the forest and watershed committee. Cutting-edge advances and innovative concepts will be assessed and evaluated.

Short-and-Long Term Planning

The planning process for the Forest and Watershed Committee will include projections of natural resource requirements far into the future (2-year, 5-year and 10-year plans).

Organization

Review of Charter

This charter will be reviewed and revised by the Forest and Watershed Committee on an annual basis, and any proposed changes will be submitted to the BYCCA Board of Directors for approval.

Membership/Structure/Quorum

The Forest and Watershed Committee will consist of at least three but no more than five members. The committee chair will be appointed by the BYCCA Board President. At least one member of the committee must be a BYCCA Board of Directors member and will serve as the liaison between the Forest and Watershed Committee and the BYCCA Board of Directors. Forest and Watershed Committee members should have experience or an interest in natural resource stewardship.

Meetings

The Forest and Watershed Committee will meet at least 4 times per year. A quorum of any meeting of the Forest and Watershed Committee will consist of a majority of its voting members. Forest and Watershed Committee members may participate by teleconference.

Agenda, Minutes and Reports

The committee chair will be responsible for establishing the agendas for meetings. An agenda, together with additional materials, will be sent to committee in advance of meetings. Minutes for all meetings will be drafted by the committee chair or their designee and approved by Forest and Watershed Committee members at the following meeting. Reports will be given to the BYCCA Board of Directors after each committee meeting.

Brickyard Creek Community Association

Rental Oversight Committee

Purpose

The Rental Oversight Committee is an advisory committee of the BYCCA (see definitions on p. 4) and is responsible for the development of recommendations and approaches regarding rental of properties within the BYCCA.

Authority and Responsibilities

Renter Requirements:

To ensure the viability and integrity of the BYCCA properties, the committee will research issues presented by BYCCA Owners who choose to rent their property as well as neighboring property owners to establish guidelines and recommendation for BYCCA Owners who choose to rent their property. Relationships and agreements with potential management companies will be evaluated and reviewed regularly by this committee.

Rentee Expectations:

The BYCCA is a unique community dedicated to active stewardship and tranquility. BYCCA Owners value lake, land, learning, leadership and legacy. To ensure the BYCCA's viability into the future, individuals renting property must be informed about these guiding principles to ensure their actions and activities match with our eco-environment.

Organization

Review of Charter:

This charter will terminate at the end of the BYCCA's fiscal year. If the purpose continues to be viable, it can be re-established for another year as an ad-hoc committee.

Membership/Structure/Quorum

The Rental Oversight Committee will consist of at least three but no more than five members. The committee chair will be appointed by the BYCCA Board President. At least one member of the committee must be a BYCCA Board of Directors member and will serve as the liaison between the committee and the BYCCA Board of Directors. Rental Oversight Committee members should have experience or an interest in rental viability in the BYCCA.

Agenda, Minutes and Reports

The committee chair will be responsible for establishing the agendas for meetings. An agenda, together with additional materials, will be sent to Rental Oversight Committee members in advance meetings. Minutes for all meetings will be drafted by the committee chair or their designee and approved by Rental Oversight Committee members at the following meeting. Reports will be given to the BYCCA Board of Directors after each committee meeting.

Brickyard Creek Community Association

Marina Liaison Committee

Purpose

The Marina Liaison Committee is ad-hoc committee of the BYCCA (see definitions on p. 4) and is responsible for development of recommendations and approaches involving the marina on-site at Brickyard Creek.

Authority and Responsibilities

This committee works with BYCCA Owners and members of the marina community on mutually beneficial opportunities and usage of shared spaces.

Organization

Review of Charter

This charter will terminate at the end of the BYCCA's fiscal year. If the purpose continues to be viable, it can be re-established for another year at an ad-hoc committee.

Membership/Structure/Quorum

The Marina Liaison Committee will consist of at least three but no more than five members. The committee chair will be appointed by the BYCCA Board President. At least one member of the committee must be a BYCCA Board of Directors member and will serve as the liaison between the committee and the BYCCA Board of Directors. Marina Liaison Committee members should have experience or an interest in marine activity.

Agenda, Minutes and Reports

The committee chair will be responsible for establishing the agendas for meetings. An agenda, together with additional materials, will be sent to Marina Liaison Committee members in advance of meetings. Minutes for all meetings will be drafted by the committee chair or their designee and approved by Marina Liaison Committee members at the following meeting. Reports will be given to the BYCCA Board of Directors after each committee meeting.