

LAKE MANAGEMENT COMMITTEE CHARTER

PURPOSE:

- To develop and monitor guidelines which focus on the protection, preservation, and enhancement of the Lake and Dam and to assure that they are in harmony with the standards of the Conservation Easement Trust Agreement.

GOALS:

- To establish and follow procedures which will enable DVCA to properly maintain these facilities.

MEMBERSHIP:

- The Board of Directors will appoint a chairperson who will recommend for Board approval, committee members to represent all areas of the community.

RESPONSIBILITIES:

- Use resources of the North Carolina Department of Natural Resources and Community Development, Division of Land Resources, Land Quality Section, Water Quality Section and other Governmental Offices dealing with Lakes and Dams to achieve goals.
- Prepare the annual budget request including reserve requirements for assuring the quality of these both the dam and lake.
- Monitor all new construction issues as they affect the lake and dam with the Architectural Review Committee and work to bring such issues to a satisfactory resolution.
- In case of an emergency, work with the EPC to alert the proper authorities.
- Develop files in the clubhouse for storage and safekeeping of records for all records related to the dam and lake.
- Establish and follow regular inspection and maintenance schedules. (See* below.)

LAKE RELATED

- Have water samples tested as needed to assure healthy conditions. Report the results of all such tests to the DVCA Board along with recommendations that will allow remediation of problem
- Monitor the fish population and vegetation in the lake to assure that a proper balance of species is maintained in a healthy environment.
- Identify environmental conditions such as erosion, silt infiltration, weed control, undesirable aquatic populations, pollutants from runoff, etc., which could cause damage to or adversely, affect the condition of the lake or dam.
- Monitor the facilities for rodent control and take steps needed to assure they do not have a negative impact on the health of the facilities.
- Develop recommendations to the Board regarding lake use, conduct rules, policies, enforcement procedures, etc. No action will be taken on these matters until approved by the Board of Directors. (The Lake committee will assume no responsibility for policy, procedures or penalty enforcement because these responsibilities are vested in the Board of Directors.)

DAM RELATED

- Inspect on a regular basis the structure of the dam, seawall, spillway and dock to assure that needed maintenance is performed in a timely manner. Notify the DVCA Board immediately if any irregularities or concerns are found during such inspections.
- Record and maintain a record of all dam inspections will meet the requirements of the NC DNRC standards for Dam Inspections.
- Perform an annual inspection of the dam with the NC DENR representative and submit that resulting report to the DVCA Board along with any recommendations resulting from that inspection.
- Perform periodic inspections of the dam with the DVCA selected Professional Engineering firm, and submit the results to the DVCA Board with any recommendations resulting from that inspection.
- Follow-up and monitor any actions that take place and are required to remedy any negative findings that are a result of those inspections. Report on the progress of these activities to the Board through the designated DVCA liaison.

MEETINGS:

- The committee will meet monthly or as needed. The committee will prepare quarterly and annual reports for the Board of Directors. Minutes are to be taken at each meeting and a copy submitted to the DVCA Board through the designated DVCA Board liaison after each meeting.

ANNUAL BUDGET:

- Budget requests are to be developed within the designated time frame of the DVCA Budget process. They are to be discussed with the designated DVCA Board liaison prior to submission.

***Inspection Schedule:**

- Monthly: seepage/wet areas; toe drain flow; pool level; slides/cracks; outlet conduit (condition, erosion, vegetation or blockage, seepage around); rodent activity; vandalism.
- Semi-annually: Open the lake valve to clear out silt and assure that valve is functioning properly.
- Every three months: Check water level in piezometers. (There are 3 in the top of the Dam surface.)
- Yearly: slope protection/riprap; erosion; condition of vegetal cover; spillway conditions; Lake drain condition; settlement along crest.
- Check and clean out forebays as necessary.
- Monitor and record rainfall within the area for use in association with dam maintenance activities/reports.

***Maintenance Schedule:**

- Lubricate Lake drain valve mechanism.
- Open drain valve slightly (2-3 turns of screw) on an annual basis and record the nature of the water flow through the drainpipe.
- Re-establish grass cover as needed.
- Repair erosion as needed
- Repair rodent damage as needed.
- Remove debris around outlet pipe and within spillway as needed.
- Replace/replenish riprap as needed.

This Lake Management Committee Charter was approved by the DVCA Board of Directors on the 3rd of May 2007.