

**Horizon's Village Property Owners' Association  
Roads Committee Charter  
November 16, 2015**

**Mission**

- 1) Maintain "Fair" condition<sup>1</sup> roads within the HVPOA community while minimizing expenses
- 2) Provide snow removal of roads
- 3) While executing this mission, follow an "eco-management" strategy consistent with our HVPOA covenants:
  - a) Minimize sedimentation flow into local water streams
  - b) Minimize chemical and dust pollution
- 4) Assist in maintaining our Virginia Firewise Community status by ensuring that roadside trees, shrubs and grasses are cleared 6 feet from the edge of roads and 13 feet above the roadways.

**Scope**

- 1) Road maintenance and improvements as needed and approved at Annual Meetings and/or Board Meetings following the general Roads Maintenance Strategy adopted at the 2010 Annual Meeting:
  - a) Adding gravel
  - b) Grading / blading to maintain roadway shape for good drainage (crowns)
  - c) Maintaining effective drainage – ditches, culverts, banks
    - i) Cleaning of ditches
    - ii) Shaping of ditches
    - iii) Cutting back vegetation along banks
  - d) Minimizing erosion and sedimentation flow into local water streams
- 2) Mowing of grass along the roadways
- 3) Snow removal (plowing)
- 4) Stay within the allocated "Road Work" annual budget line item and within the major Road Work budget line items, listed below for FY 2015- 2016:
  - a) Fall Gravel & Blading
  - b) Cleaning Drains (*ditches and culverts*) of Leaves
  - c) Eliza Marble Creek
  - d) Snow Removal
  - e) Spring Gravel & Blading
  - f) Ditches (*repair, including any required new culverts*)
  - g) Banks (*clearing of trees, shrubs, grasses within 6 feet of roadway and 13 feet above roadway*)
  - h) Miscellaneous
  - i) Mowing
- 5) Review and update Horizons Village Community Wildfire Protection Plan
- 6) Publish newsletters to community, as needed

**Governance**

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<sup>1</sup> Gravel PASER Manual, 2002, Donald Walker, T.I.C. Director, Wisconsin Transportation Information Center

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The Committee shall comply with the Bylaws of the Horizons Village Property Owners Association, Inc. :

*ARTICLE VII. COMMITTEES*

*Section 1: Establishment and Operation of Committees*

- A. The Board of Directors may, by resolution of a majority of the directors present at any meeting at which a quorum is present, designate such committees, operating and standing, as it sees fit, to advise and assist the Board in carrying out its responsibilities.*
- B. The composition and specific powers and duties of each committee shall be delineated in a charter approved by the Board.***
- C. The Board of Directors shall have the power at any time to change the members of, fill vacancies in, revise charters, and discharge any such committee, either with or without cause.*
- D. All committees shall keep accurate and complete written minutes of all its proceedings and hearings.*

**Operational Guidelines (Specific Powers)**

- 1) The Bylaws (Article VI. Board Of Directors, Section 2: Powers) place the responsibility of Committee decisions with the Board:

*“C. The Board of Directors may appoint committees to work under its supervision. These committees of the Board report directly to the Board and the responsibility for any decisions rests directly with the Board.”*

At the beginning of each fiscal year, the Roads Committee shall present plans and budgets at the Roads Budget Line Item level (shown above in “Scope and Goals”) to describe the details of work planned for the year. The Board shall approve this plan before the Committee proceeds with the year’s planned work. Throughout the year, as changes to the plan are needed, the Committee shall present the recommended changes to the Board for approval prior to proceeding. Note that this annual planning and budgeting process may occur at the end of previous year and be approved by the Board and the Association at the Annual Meeting.

- 2) Once the Board approves the Road Work budget line items, decisions about the details of what is done, when it is done, and who does it, within each Road Work line item (see Scope and Goals, item 4, above), will be made by vote of the Committee members, within certain limits (see Section 4, below). If the Committee has any “strongly disagree” moments, the issue, along with opposing views, will be presented to the Board for resolution.
- 3) At each Board meeting, the Committee Coordinator will describe the Committee activities since the previous Board meeting, outline the detailed plans for future activities, and provide an update on the expenditures against the allocated Road Maintenance budget.
- 4) **Certain Committee decisions will require specific approval by the Board:**
  - a) **Decisions where a single contract / expenditure decision exceeds 50% of the total Road Work Line Item allocated by the Board in our annual Budget**

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- b) Decisions to move money between major Road Work budget line items, as presented at the Annual Meeting (e.g., move money from gravel line item to the mowing line item)**
- c) Decisions to award contract work to a Committee member (an exception is the annual mowing of roadside grasses and snow removal of roadways by Randy Whiting, who continues to offer his tractor and labor for these services).**
- 5) For contractor work exceeding \$1,000, excluding the normal roadway maintenance work, the Committee will obtain multiple estimates before selecting a contractor. Written estimates will be obtained, if possible, otherwise the verbal estimates will be documented by the Committee.**

**Meetings:**

- 1) The Committee members will meet periodically to resolve issues, make decisions, and develop plans for upcoming activities.
- 2) As required by the Bylaws, the Committee will capture and maintain accurate and complete minutes of each meeting.

**Communication:**

- 1) The Committee members will communicate fully among the membership on all issues and decisions – make sure everyone sees everything and has a chance to be part of decisions or issue resolution.
- 2) The Committee Coordinator will provide updates to the Board on Committee activities
- 3) The Committee will work through the Board to notify any property owners of issues regarding their property and road maintenance activities (e.g., driveway intersections, trees on banks posing problems, etc.)