

## **ROAD COMMITTEE GUIDELINES AND RESPONSIBILITIES**

1. Conduct an inspection of WLHOA roads, shoulders, culverts, and traffic/street signs and document the findings in a "baseline" report.
2. In accordance with the Property Owners' Association Act, Section 55-514.1 (Reserves for Capital Components) and the Board of Directors' guidance, prepare an *In-House Reserve Study* of the WLHOA roads infrastructure.
3. Conduct "alternatives assessments" to support Westview on the Lake Homeowner's Association (WLHOA) Board of Director short-term and long-term decisions related to contracting for road maintenance services.
4. Prepare, and revise annually, a "Five Year Road Plan" with associated budget projections for impending fiscal years one-five (1-5). Budget projections are to be input to the formulation of the WLHOA annual budget.
5. Recommend contract specifications and identify prospective offerors to perform contracted maintenance, repairs and improvements. Review and evaluate contractor proposals and make recommendations for contract award.
6. Inspect contracted work and recommend payment/non-payment to the Secretary/Treasurer according to the contracted specifications.
7. Conduct an annual inspection of all Association roads, shoulders, culverts, and traffic/street signs and update the "baseline" report accordingly.
8. Organize volunteers to support Committee activities including conducting assessments, inspections, formulating recommendations, and performing non-contracted (volunteer) maintenance service.

Westview Bylaws Article IX paragraph 3.

- "3. Road Committee. This committee will consist of two elected members and shall develop plans for the following:
- (a) Road maintenance and repairs.
  - (b) Right of way maintenance (1) side ditches (2) culverts
  - (c) Future road upgrade (i.e., resurfacing or asphalt paving of the main road)
  - (d) Snow/ice removal service
  - (e) Ensure all roads and cul-de-sacs have proper road signs"