

### Charter Mission Statement

The unpaid volunteer roads committee will provide the best possible roads for the CMR HOA community using the budget allocated by the CMR Board of Directors.

### Charter Identified Goals

- 1) Develop and submit to CMR BOD for approval by March an annual road operations and maintenance budget and work plan which outlines projected work for the coming year.  
Development shall be performed by committee members with this experience with assistance by BOD members as needed. Draft document shall be shared with the committee at a late February committee meeting for final input on the document before the draft final document is presented at the March BOD meeting for approval. Other special roads program and projects financial studies (long term financial needs, etc) identified by the BOD shall be developed by committee members with experience in such with assistance and input from BOD members as needed.
- 2) Carry out operation and maintenance activities identified in the annual work plan upon the CMR subdivision road network either directly with CMR resources or using contractor services.  
Volunteers shall be encouraged to participate in roadwork activities after submittal of signed waiver forms. Volunteers will be assigned specific activities based on experience in that activity. HOA owned equipment operators shall sign and submit pertinent Waiver forms for the year at the March committee meeting.
- 3) Hold scheduled periodic meetings to allow BOD and HOA members to participate in the operations and maintenance process and to provide open communication maintain between residents, BOD members, and the committee. Committee shall establish and maintain a Standing Administrative Process document.  
Committee meetings will be held the 2<sup>nd</sup> Wednesday of odd numbered months with the exception of the February annual work plan and budget discussion meeting. A Committee Chairman shall be designated by consent of January meeting attendees. Meetings shall start at 6:00 pm at a location to be determined at the prior committee meeting. Meeting minutes will be recorded and drafted for review and acceptance. Final minutes will be transmitted to CMR HOA webmaster for posting on HOA website. Meetings will be announced via an email burst to HOA members from the BOD Secretary containing ZOOM meeting attendance instructions with attachments for meeting agenda and other pertinent information documents.
- 4) Provide continuing outreach and communications to and from the HOA community regarding road uses, expectations and problems.  
Roadwork announcement emails shall be drafted and shared with principal committee members containing specific roadwork activity details. Identify the who (specifying who is involved (HOA volunteers and/or contractor forces), what (nature of the work), when (date, time and expected duration of the work), where (location of work within CMR subdivision), and why (brief explanation of work purpose). Other communications shall be drafted and the need for an email burst determined.
- 5) A Toolbox Safety meeting of CMR HOA volunteers involved in the roadwork shall be held immediately before roadwork. Waiver forms shall be available for signature by participating volunteers who have not yet submitted a signed form and available safety vests shall be distributed to all participants. Any

road and roadwork and equipment safety topic may be brought to a regularly scheduled road committee meeting for discussion.

#### Charter Identified Resources

CMR HOA annual dues revenue apportioned for an annual roads budget by the BOD.

A designated committee member with such experience shall track road work projects and other committee expenditures (fuel) and overall annual work plan budget for costs accumulated to date.

Existing CMR subdivision road network

All roadwork shall be performed with identified resources using funds designated for the work.

CMR HOA owned road maintenance equipment

Shall be maintained in safe operating condition.

CMR HOA community unpaid volunteers

The roads committee recognizes various road maintenance volunteer skillsets exist in the CMR HOA community and will strive to optimize the use of this resource

Local community service providers (contractors) and materials supply sources (vendors)

Depending on annual work plan identified projects where contractor(s) are needed, committee members with experience shall develop a written work statement and identify a competitive bid structure best suited for that project.

Committee members with experience shall develop, maintain updated contract forms specific to HOA roads program needs.

#### Roads Identified Users:

The roads committee recognizes various road users and will strive to accommodate such as appropriate:

Vehicles

Residents, Delivery Services, Contractors, Emergency Response

Recreationists

Walkers, Bicyclists, Equestrians – horses and horse riders

Wildlife