

# WHITE SQUIRREL LANE COMMITTEE CHARTER DEERLAKE VILLAGE COMMUNITY ASSOCIATION

## **PURPOSE:**

To insure that White Squirrel Lane residents pay annual assessments for repair, maintenance, and eventually replacement of White Squirrel Lane.

## **GOALS:**

- To maintain White Squirrel Lane.
- WSL Residents will maintain their property roadside to prevent personal landscaping from encroaching onto WSL.

## **MEMBERSHIP:**

- All residents of White Squirrel Lane with a chair selected from the group.
- The chair will normally not be a member of the Board of Directors. In the event that a non-board member cannot be recruited for chair, a Board member may serve as Acting Chair until a non-board member can be recruited.

## **RESPONSIBILITIES:**

- To develop an annual budget to present to the Board.
- To develop a five-year plan of costs associated with maintenance and upkeep of WSL.
- Hire contractors and collect appropriate bills for maintenance work done during each year.
- Submit all invoices to Board treasurer for processing.
- Prepare quarterly and annual reports.
- The committee will keep minutes and written records, and the minutes will be sent electronically to the president and liaison as well as committee members.
- In accordance with the 2017 DVCA Covenants and Bylaws, contractors who provide road service on WSL must submit a proposal, sign a written contract and secure the appropriate workmen's comp. and general liability insurance (naming DVCA as the insured). Bids from 2 contractors will be collected unless an exception is made by the board.

## **MEETINGS:**

At least an annual meeting; semi-annual as needed.

## **ANNUAL BUDGET:**

An annual budget request will be prepared and submitted to the Finance Committee as requested.

This WHITE SQUIRREL LANE COMMITTEE CHARTER was approved by the DVCA Board of Directors on the 12th day of July 2018.