

WHITE SQUIRREL LANE COMMITTEE CHARTER

PURPOSE:

To ensure 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.
- To obtain quotes from contractors for presentation to the Board of Directors for approval per the Vendor & Contract Process Policy Procedures.
- 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 services on WSL must submit a proposal, provide a written contract and secure in advance the appropriate workmen's comp. and general liability insurance (naming DVCA as the insured). Present to the Board members all documents for their approval.
- Bids from 2 contractors will be collected unless an exception is made by the board.
- Regular maintenance services will require the Contractor to have the required insurance documents on file.

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 Charter adopted and approved by the DVCA Board of Directors on April 14, 2022