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 Procedures.

· Collect appropriate bills for maintenance work done during the year.

· Submit all invoices to the 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 liaison as well as committee members.

· In accordance with the 2017 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 and PO box address). 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 was adopted and approved by the DVCA Board of Directors on August 14, 2025.