

La Cresta Property Owners Association Road Committee Charter

This charter is created per the La Cresta Property Owners Association (LCPOA) "Committee Guidelines" document dated 1/4/12. This document supersedes all previous committee charters.

Overall Roles and Responsibilities

The LCPOA Road Committee is an advisory committee to the LCPOA Board of Directors (BOD) to provide information, advice and recommendations for board action via the designated board liaison. Approval of committee recommendations remains the exclusive responsibility of the BOD. The committee will also undertake tasks or projects under supervision of the BOD.

Responsibilities

1. Provide periodic road reports for BOD review.
2. Recommend upcoming road maintenance projects both routine and emergency projects.
3. Work with vendors and property management as requested to get the best value for services.
4. Provide articles for periodic newsletters as requested by the BOD.
5. Hold periodic meetings and provide minutes for BOD review.
6. Attend monthly open session meetings and update BOD with latest information and recommendations.
7. Review proposals/bids and advise BOD of committee recommendations.
8. Liaison with the Trails Committee to inform them of Road Committee activities and to acquire the Trails Committee perspective on road-related projects.

Meetings and Reporting to the Board of Directors

The committee should meet monthly, or more frequently as needed, either in person or via telephone/internet. Advisory committees are not required by law to hold open meetings or post agendas however meeting minutes should be submitted to the BOD through its appointed liaison no later than one week before next scheduled open session of the BOD.

Information access

The committee chair shall have access to homeowner information, as needed, through the management company, as necessary to fulfill the mission of the committee.

Annual committee goals

Committee shall annually update their long term goals, which should look forward at least one year.

Assessment and mitigation of risk to volunteers

The BOD shall provide all committee members with Errors & Omissions and workers compensation insurance.