

PRIVATE ROADS COMMITTEE OF THE GLEN
CANNON PROPERTY OWNER'S ASSOCIATION

ORGANIZATION

POLICY STATEMENTS

OPERATING PROCEDURES

As of 9 August 2018

ORGANIZATION

GLEN CANNON PROPERTY OWNERS ASSOCIATION
PRIVATE ROADS COMMITTEE

February 17, 2010

After discussion and consideration by current **Private Roads Committee** members, it is recommended that the following be considered for approval by GCPOA Board of Directors (Board).

Organization Policy

1) The Private Roads Committee (Committee) will consist of a maximum of seven (7) members representing different residential areas in the community on Private Roads named in Exhibit A of the 19 April 2002 resolution of the Glen Cannon Property Owners Association (GCPOA). These members will be selected by a process that will include formal introduction to existing members, followed by an exclusive discussion and vote by the existing members. This will be followed by a recommendation to the Board of the GCPOA for appointment. There is no term of service limit recommended.

2) The number of attending members to qualify as a quorum for the Committee to accomplish business will be a simple majority of existing members.

3) Officers of the Committee will be four (4): Chair, Vice Chair, Secretary and Treasurer. The election of these officers will be accomplished by the Committee. The term of service is to be three (3) years. The Vice Chair will be expected to become Chair at the end of the three (3) year term.

Approved by GCPOA, February 2010; Adopted by PRC, March 2010

Private Roads Committee (PRC) Duties of Officers

Chair

1. Preside at PRC meetings.
2. Represent the PRC to the public, to contractors, to property owners and to the Property Owners Board.
3. Maintain communication channels with private roads property owners.
4. Lead the preparation of the annual operation plan.
5. Report PRC progress and plans to the property owners annual meeting.

Vice Chair

1. Perform the Chair's duties in the absence of the Chair.
2. Assure that the PRC follows its procedures with respect to bidding and contracts.
3. Take leadership of special projects at the request of the Chair.

Treasurer

1. Report monthly revenues, expenditures, and cash balance to the PRC and to the President and Treasurer of the Property Owners Board.
2. Prepare and seek approval of the PRC's annual budget.
3. Assist in preparing the annual operational plan.
4. Perform and present financial analyses of major proposed activities.
5. Prepare annual and special assessment statements and follow up to assure payment.
6. Receive and deposit all revenues.
7. Pay all bills, assuring that necessary approvals are obtained.

Secretary

1. Keep and distribute minutes of all Private Roads Committee meetings, recording all decisions.
2. Submit the minutes of the prior meeting for approval at the following regular meeting.
3. Prepare, when requested, and maintain records of, correspondence with property owners and contractors.
4. Maintain a file of all prior decisions and reference those relevant to the issue at hand during PRC meetings.

Adopted 11 March 2010

Expectations of All Private Roads Committee Members

1. Attend regular and special Committee meetings or give timely notice of your inability to do so.
2. Participate actively in discussions of private roads issues.
3. Represent the needs and concerns of all private roads residents.
4. Be attentive to the condition of our private roads and promptly report any maintenance or safety issues to the Committee.
5. Be open to property owner concerns and willing to communicate Committee decisions and plans in contacts with neighbors.
6. Be willing to take part in special projects as assigned by the Chair or Vice Chair.
7. Although there is no set term of office, make a declaration each year of your intent to continue to serve on the Committee.

New Member Orientation

(To be maintained or provided by the Secretary and presented to new members by the Chair or Vice Chair)

1. Minutes of 3 most recent meetings.
2. Copies of last two prior property owner reports.
3. Exhibit A of POA Resolution establishing the PRC.
4. Current Budget and current 5 year resurfacing/ repair plan, including plans for utilization of professional engineers.
5. POA By-Laws, Article VII, Item 2; Private Roads Committee.
6. POA By- Laws Article IX, indemnification of Directors and Officers.

Adopted 11 March 2010

POLICIES

GLEN CANNON PRIVATE ROADS COMMITTEE PRACTICES ON TREES

The Private Roads Committee (the PRC) is charged with “planning and executing private road maintenance and improvements” (9-18-2009 Amended By-Laws, Article VII, item 2), We have interpreted this to mean: “Act to assure safe and attractive private roadways.” In a heavily wooded development, this requires a set of practices with regard to naturally occurring trees which border roadways and can impact their safe use.

Many potential circumstances influence the ways in which trees impact road safety. Examples include: weather events, disease, road curves, nearby trees, and roadside terrain. For these reasons, not every situation can be anticipated or codified. Judgment and neighborly good will will always be required. In applying such judgment and good will, the practices and guidelines which we will follow with regard to trees are defined below. It is useful to distinguish between situations where the tree is down on the roadway requiring immediate action and situations where the tree is standing but in such a manner that its condition is a hazard to safe travel.

I. Trees and large limbs that have unexpectedly fallen on the road so as to impede safe road use:

The PRC will act promptly to remove those parts of the tree necessary to clear the roadway and drainage ditch. Often this can be done by Committee members or neighborhood volunteers. When professional services are required, the PRC will bear the expense. Clearing any part of the fallen tree not impacting safe road use is the responsibility of the owner of the property fronting the tree’s original standing position. The PRC will remind the owner of the need to clear fallen tree debris, per Glen Cannon’s Protective Covenants, 1997 Revision; Section C, article 3.

"Garbage and Refuse Disposal: Debris from cutting trees, lot clearing, storm damage or other accumulations of trash and garbage shall be promptly removed from the property."

2. Trees that are dead, obviously diseased or dying or leaning or shedding large limbs; or obstructing safe line of sight; so as to present a clear hazard to safe use of the roadway:

a. Trees standing in the right of way: the PRC will confer with the owner of the property fronting the tree. The PRC will offer to remove the hazard at its expense, or agree with the owner's plan for trimming or removal.

b. Trees standing on privately owned property or green spaces: The PRC will confer with the owner of the property on which the tree stands re: needed action, such as trimming or felling, to remove the hazard. In addition, the PRC will advise the owner in writing that:

1. Should the tree subsequently fall so as to block the roadway, the PRC will act promptly to clear the roadway and the owner will be responsible for any costs. (Should the owner be non-responsive, a follow up communication will mention the possibility of legal proceedings.)

2. The owner may have liability, in the event of the tree's fall causing damage to persons or vehicles using the roadway at the time of fall, and of the advisability of prompt action.

In addition, for non resident owners, photographs of the hazard and the approximate cost of remediation will be included with the written notification and, for all owners; names and contact information will be provided for one or more licensed arborists who may be consulted or retained for removing the hazard.

Private Roads Committee
Internal Dispute Resolution Policy

(PRC approved this policy at the June 2018 PRC meeting.)

1. Any property owner with a concern related to Glen Cannon private roads should ask the PRC Chair to be put on a PRC meeting agenda to discuss concerns.
2. Property owner meets with PRC and presents concerns.
3. As appropriate to the issue/concern: Two or more members of the PRC are designated at the petition meeting to meet on-site with the property owner to review, make notes, and perhaps photograph for record, the condition and report back to the PRC.
4. At the subsequent PRC meeting, in absence of the property owner, the committee will discuss whether the concerns are in the realm of the PRC, how to address concerns, and convey to property owner a written statement as to the determination/conclusion by the PRC. Such determination may include that the concerns do not warrant action on part of PRC.
5. The property owner will have two weeks from date of receipt of the statement to respond in writing with an acceptance or rejection of the determination/conclusion.
 - A. If accept, the issue will be considered resolved.
 - B. If reject or find deficient, the property owner will notify the PRC chair that he/ she wishes to meet again with the committee to explain the basis for rejection and/or perceived deficiencies in determination/conclusion by PRC.
6. The PRC will consider statements of insufficiency and respond with a written determination/conclusion.
7. The property owner will again have two weeks from date of receipt of the statement to respond in writing with an acceptance or rejection of the determination/conclusion.
 - A. If accept, the issue will be considered resolved.
 - B. If the property owner still feels determination/conclusion is non-responsive, the PRC will pass all information and documentation to the POA, including its recommendation for resolution.

OPERATING PROCEDURES

PRIVATE ROADS COMMITTEE OF THE GLEN CANNON PROPERTY OWNER'S ASSOCIATION ORGANIZATION POLICY STATEMENTS OPERATING PROCEDURES

As of 9 August 2018 (with GCPOA contractual commitments language approved 20 November 2019 and assessment updates effective 1 January 2021)

PROCEDURES AS THEY RELATE TO FINANCIAL MATTERS

1. Who will be Assessed: Property owners with property fronting on and/or only accessible by the designated private roads will be assessed at the appropriate rate for an undeveloped lot or a developed lot. This procedure is detailed in Section E-5, 2013 Unified Covenants of the Glen Cannon Property Owners Association.
2. Impact Fees: At its meeting on 6 November 2008 the PRC increased impact fees to \$5,000.00 to cover expected damages to private roads as increasingly heavy equipment will be needed to build on the primarily steep-sloped lots now available for development and accessed by a private road.
3. Assessments: Based on recommendation by the PRC and approval by the Glen Cannon Property Owners Association (GCPOA) Board at the December 2020 board meeting, the annual assessments increased to \$1200 for a residence lot and \$400 for an unimproved lot effective 1 January 2021.
4. Signatures on Checking Account, Private Roads Committee: At its meeting on 7 May 2009 the PRC decided there should be three signatures on the bank account for the PRC so as to ensure two individuals would be available to sign those checks which require two signatures (checks in the amount of \$1000.00 or more) should it happen one of the signatories was unavailable.

At its February 2017 meeting the PRC decided that, to facilitate use of the bank's electronic bill-pay service, payments of \$1000.00 and more

could be “approved” by two signatories. Approval would be indicated by (1) initiating a payment on the bank’s bill-pay system or signing a check AND (2) having an initialed invoice or email indicating “OK to pay” by a second signatory or the committee member designated to supervise the contractor. Copies of such emails will be maintained along with invoices for documentation.

5. Contractual Commitments: GCPOA Board approval is required for contractual commitments in excess of \$5,000, budgeted or otherwise, prior to awarding contract(s). The PRC, by majority PRC agreement and by exception, may authorize work for extraordinary, emergency conditions so long as it is within the PRC approved budget and the Board is notified accordingly. Email approvals will be maintained along with invoices for documentation.