

## **Roads Committee Charter**

### **Purpose/Scope**

The Roads Committee ensures the safety, drivability and on-going maintenance of the CTA roads. The Roads Committee acts to balance unanticipated road repairs with the ability to upgrade the CTA roads infrastructure through creating a Road Replacement Plan in conjunction with the Water Committee plan for water pipe replacement.

### **Committee Guidelines (common for all committees):**

- Meetings will be held as needed but not less than quarterly at the time and place chosen by the committee in the course of their meetings
- Meetings will end with a clear understanding of expectations and assignments for next steps
- Ensure committee charter is kept current and updated, as needed (e.g., new issues, updates, etc.).
- Quotes over \$500 must be presented to the CTA board for approval (e.g., snow plowing).
- A final draft of committee minutes must be submitted to the board and reported out at the annual CTA meetings (June and August meetings).

### **On-Going Tasks:**

- Ensure proper road signage is displayed. Replace those that may have been removed, damaged, or deteriorated.
- Provide proper safety markings (e.g., markings on the speed bumps, mirrors for blind spots, etc.).
- Create a road maintenance plan that ensures CTA roads are maintained by being free of potholes, ruts, and other problems that make the road dangerous and difficult to travel on.
- Maintain catch basins (drains) to ensure proper drainage from roadways at all times.
- Reclaim roads: keep roads clear to setbacks, road sweep annually, clear brush on sides of all roads, remove low hanging branches, and, work with Land Committee to identify and remove trees on CTA property that may fall into the road and/or are a danger to cars or pedestrians.
- Coordinate fall cleanup efforts with contracted vendor and CTA members.
- Work with Land Committee to identify trees on Owners' properties that are in danger so that Land Committee or BOD can work with the home owner to address the situation.
- Maintain roadways for beach access and lower beach parking lot. (upkeep, gravel, asphalt, etc.)
- Work with the Water Committee to create a strategic Roads Replacement plan that outlines replacing our antiquated water and road infrastructure.
- Obtain RFQ's for work required, secure contractor, and ensure work completed to all outlined specifications.
- Ensure there is no soil erosion from our road drainage due to rain or melting snow runoff and there is no negative impact to the clarity and quality of Candlewood Lake's water.
- Provide timely and on-going communication to those impacted by any road work.