

**HIGH FOREST RANCH HOMEOWNERS ASSOCIATION  
REGARDING COMMITTEE CHARTER**

**SUBJECT:** Formation of HFR Roads Committee

**PURPOSE:** To clarify and further define through charter agreement the General Guidelines and Specific Priority Areas which the “Roads Committee” shall use to operate.

**AUTHORITY:** The Declaration, Articles of Incorporation and Bylaws of the Association, and Colorado Law.

**EFFECTIVE DATE:** 01/21/2020

**General Guidelines:**

1. Committees are appointed from time to time as appropriate to assist in the conduct of the affairs of the Association.
  - a. Committees shall operate in the best interest of the community, in accordance with state and local law, HFR CCR and other formal community guidelines and community Mission and Priorities.
  - b. The Board retains monetary and rule making authority.
2. Committees operate in close coordination with the Board, and Budget Committee including:
  - a. Conducting analysis and providing background, options, and recommendations as required
  - b. Develop Strategic Outlook including Reserve Study Road Data and Annual Repair Plan
  - c. Considering formation of goals, strategies and tasks that are linked/provided to Budget Committee
  - d. Ensuring costs, consequences and future impacts are considered
  - e. Keeping Board liaison informed of progress, and anticipating areas that may require the Board be informed including incremental review of plans and milestones to ensure synchronization of the committee and the Board

- f. Providing information as required while taking proposed projects through to decision

### **Specific “Roads Committee” Guidelines:**

1. Provide Strategic View of Road Replacement and Repair
  - a. Specifically, update Reserve Fund/Road numbers annually
  - b. Provide recommended repair strategies, considering all alternatives
  - c. Develop quantitative characterization of HRF road conditions and indicators to guide required road maintenance and replacement thresholds.
2. Coordinate Annual and Reserve road maintenance and replacement planning with the HFR long-term financial strategy.
3. Inform the HFR Board of Directors of road maintenance and replacement requirements to allow alignment with the Reserve Study
  - a. Keep the Reserve Study up to date providing the Budget Committee a template strategic financial planning
4. Direct and actively participate in surveillance of HRF roads in order to assess condition and need for maintenance and replacement.
5. Recommend road maintenance and replacement work to be contracted to the HFR Board of Directors for approval.
6. Coordinate Requests for Proposals/Bids with Management Company personnel
7. Review work done by contracted parties to assist in Z&R’s evaluation of appropriate completion of the contracted work.
8. Maintain documentation of road segments, detailing work performed, work required and strategy for future work.
9. Provide monthly written updates to the Board for inclusion in Community Updates
10. Coordinate closely with Board Liaison.

### **Committee Period of Activity:**

1. Committee’s continuance will be indefinite.

**Signed**

**Jeanette Bachmann**

**BOD**

**Committee Chair**