

The Road Maintenance Committee is a permanent committee of the Kenmure Property Owners Association and is responsible to execute maintenance of the ROW for KPOA, including the resurfacing, patching, and striping of roads; snow removal; sanding icy roads; road sign installation and maintenance; mowing of other than landscaped areas; debris removal from and upkeep of drainage ditches and shoulders of roads; and dead tree removal and tree/shrub trimming. This keeps the ROW in a condition that:

- Minimizes erosion and damage to roads
- Provides safe conditions for motorists and pedestrians
- Provides access for emergency vehicles (e.g. fire trucks) to all residences
- Retains the natural beauty of the areas adjacent to the roads. KPOA's

The Road Maintenance Committee is staffed by volunteers, who are responsible to perform ROW maintenance as defined in the Amended Declarations, and to enforce Rules and Regulations approved and adopted by the KPOA Board of Directors.

#### **2008 Roles and Responsibilities:**

**CHAIRMAN:** Sandy Hastie, 365 Kenmure Drive, 696-0703, [hastiew@bellsouth.net](mailto:hastiew@bellsouth.net)

- Schedule and lead meetings
- Interface with KPOA on rule changes and major issues
- Interface with KARC and Security & Garbage
- Manage special issues and projects
- RMC representative to Emergency Management Committee

**SECRETARY:** Susan Bendel, 104 Mossridge Court, 698-5930, [InHerWriteMind@aol.com](mailto:InHerWriteMind@aol.com)

- Notify RMC members of meeting date each month
- Take minutes at meetings and distribute to RMC members and KPOA Liaison, record, sign and file
- Coordinate RMC portion of KPOA website
- Manage RMC files at the KPOA Office
- Coordinate RMC input to KPOA newsletter
- Maintain and update RMC Procedure Manual and Rules and Regulations
- Maintain Log of Issues reported by residents
- Maintain Contractor Enforcement Log
- Write letters to property owners as needed

**NEW CONSTRUCTION:** Dave Keierleber, 364 Kenmure Drive, 595-4306, [dpkeierleber@mchsi.com](mailto:dpkeierleber@mchsi.com)

- In conjunction with KARC, conduct Site and Landscape Plan reviews, prepare and send documents to owners and contractors
- Conduct weekly on-site inspections and liaison with contractors
- Interface with contractors and owners on Construction Guidelines, and Covenants issues
- Conduct RMC deposit refund reviews and authorize their payment
- Prepare monthly inspection report showing status of new home construction

**OVERLAY AND PATCHING:** Steve Leyrer, 101 Cliffbrook Court, 693-5076, [steve.leyrer@juno.com](mailto:steve.leyrer@juno.com)

- Conduct annual road inspection and report
- Inspect and prepare Patching and Overlay schedule of Kenmure roads
- Coordinate New Road inspection and acceptance
- Maintain Road Inventory, reserve documents and files
- Authorize payment of bills to applicable contractors

**RIGHT OF WAY REPAIRS:** John Andris, 118 Berry Creek Drive, 693-6529, [daulou@bellsouth.net](mailto:daulou@bellsouth.net)

- Inspect ROW periodically, normally monthly
- Institute shoulder repairs and upgrades
- Handle homeowner issues re shoulders and drainage
- Serve on the Road Acceptance Team
- Authorize payment of bills to applicable contractors

**MOWING AND LEAF REMOVAL:** Bruce Milliken, 624 Kenmure Drive, 697-0035, [wireman947@gmail.com](mailto:wireman947@gmail.com)

- ROW leaf removal
- ROW Mowing
- Homeowner issues related to ROW maintenance that are not shoulder or drainage related
- Authorize payment of bills to applicable contractors

**CANOPY, TREES, AND SNOWMAN:** Herb Mensch, 104 Tarnhill Drive, 693-3817, [george.mensch@gmail.com](mailto:george.mensch@gmail.com)

- Line-of-sight issues
- Canopy and tree trimming in relationship to roads and ROW
- Fallen trees –winter storm and non-winter storm related, ROW dead trees
- Coordinate snow and ice clearance from roads
- Authorize payment of bills to applicable contractors

**CUL-DE-SAC REPAIRS, SIGNS AND STRIPING:** John Adamson, 112 Greenleaf Drive, 698-2894, [papajohn1129@yahoo.com](mailto:papajohn1129@yahoo.com)

- Coordinate cul-de-sac improvements
- Signage repairs, maintenance, and replacement as required
- Striping, maintenance and new overlay
- Authorize payment of bills to applicable contractors

**KPOA BOARD LIAISON:** Peter Grant, 127 Ridge Lane, 698-4876, [peterbrucegrant@yahoo.com](mailto:peterbrucegrant@yahoo.com)

- Interface between KPOA Board and RMC
- Guide RMC actions within KPOA Rules and Regulations, Bylaws and Covenants