

2009 Roles and Responsibilities - Road Maintenance Committee

CHAIRMAN: Peter Grant, 127 Ridge Lane, 698-4876, peterbrucegrant@yahoo.com

Schedule and lead meetings

Interface with KPOA on rule changes and major issues

Interface with KARC and Security Committee

Manage special issues and projects

RMC representative to Emergency Management Committee

SECRETARY: Susan Bendel, 104 Mossridge Court, 698-5930, SBe1952@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

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: Ken Hessinger

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: Chris O'Leary, 703 Overlook Drive, cloleary00@aol.com

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: Burt Weissman, 164 Overlook Drive, butski@bellsouth.net

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: Van Bell

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

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: TBD

Interface between KPOA Board and RMC

Guide RMC actions within KPOA Rules and Regulations, Bylaws and Covenants

ALL

Prepare monthly report of activities for the RMC meeting