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## **Roads Committee Committee Charter**

### **Purpose**

This is an Ad-hoc committee for the primary purpose of providing input and assisting management in maintaining and improving the community's roads.

### **Duties and Responsibilities**

- At the beginning of the fiscal year, present plans to describe the details of work planned for the year. The Board will approve these plans before the committee proceeds with the planned work. As changes to the plan are needed, the Committee will present recommended changes to the Board for approval prior to proceeding. An excel spreadsheet should be used outlining work priorities (this already exists).
- Once the Board approves the road work, decisions about the details of what is done, when it is done, and who does it will be made by vote of the Committee members. If the Committee has any "strongly disagree" moments, the issue, along with opposing views, will be presented to the Board for resolution.
- At each Board meeting, the Chair will describe the Committee activities since the previous Board meeting, outline the detailed plans for future activities, and provide an update on the expenditures against the allocated budget.
- The GM will obtain multiple written estimates before selecting a contractor.
- Provide updates, photos, and pertinent documents and information for display on the POA website and newsletter.
- Bring committee correspondence to the Board.
- Keep written minutes of all meetings.
- The Committee will submit an annual budget request to the POA Budget Committee for review and consideration.
- The Chair (or designee) will provide an oral and written report at the POA's Annual Meeting to include number of comment cards received.
- The committee will review the committee charter and recommend changes to the Board.

### **Formation of Committee**

- This is an Ad-hoc committee established by the POA Board of Directors and is advisory in nature and serves at the pleasure of the Board of Directors. The Board will initially solicit and appoint Committee members from the Membership of the POA.
- The committee shall be comprised of the General Manager and from 3-6 POA members in good standing.



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- Committee members shall serve for one year subject to renewal by mutual agreement of the member and the Board. Each term begins on March 21.
- The POA Office will maintain spreadsheet outlining priorities of work to be performed.
- The Committee Chair (only) will act as liaison between the committee and the Board Liaison. The chair should keep the Board Liaison informed of all committee meetings, suggestions, feedback, questions or requests.
- The Board Liaison will confer with the Board, when needed.
- The committee must establish quorum at a meeting in order to conduct business. Quorum will be established when a minimum of 3 members are present at a meeting.
- The Committee will meet once a month or as otherwise determined and announced.
- Active participation is important to achieving the mission of the committee, as such; a member's absence at 3 consecutive meetings will result in the loss of voting, with possible removal from the committee and the position reassigned by the Board.
- The chair is responsible for maintaining an official attendance roster and will administer notification of loss of committee membership due to attendance.
- The agenda will be shared with all members and GM prior to the meeting.
- By majority vote, the Board may remove Committee Members who cause conflict or prevent overall productivity, as it deems appropriate.

#### **Dissolution**

This charter will remain in effect until amended or rescinded by the Board.

Approved by the Board of Directors April 21, 2018

Amended by the Board of Directors, February 22, 2020