

WYNNGATE HOMEOWNERS ASSOCIATION, INC.
BOARD RESOLUTION NO. 2026-RC-01
ADOPTION OF REVISED ROAD COMMITTEE CHARTER

WHEREAS

The Board of Directors of Wynngate Homeowners Association, Inc. has established a Road Committee to assist the Board in identifying, evaluating, and recommending maintenance and improvement activities related to Association roads, drainage infrastructure, roadside vegetation, entrance areas, and other common maintenance projects; and

WHEREAS

The Board reviewed the proposed Road Committee Charter during its August 25, 2026 Special Board Meeting and determined that additional clarification should be added regarding the Committee's role in reviewing road construction projects, drainage and erosion impacts, stormwater management concerns, and the possible use of engineering or other professional consulting services; and

WHEREAS

The Board desires to adopt the Road Committee Charter as revised herein;

NOW, THEREFORE, BE IT RESOLVED

That the Board of Directors hereby adopts the following revised Road Committee Charter, effective immediately upon approval.

WYNNGATE HOMEOWNERS ASSOCIATION, INC.
ROAD COMMITTEE CHARTER

Article 1 – Purpose

The Road Committee is established by the Board of Directors of the Wynngate Homeowners Association, Inc. to assist the Board in identifying, evaluating, and recommending maintenance and improvement activities related to:

- Association roads;
- Road shoulders;
- Drainage ditches;
- Culverts;
- Roadside vegetation; and
- Other common maintenance road related projects approved by the Board.

The Committee serves in an advisory and volunteer capacity and operates under the direction of the Board of Directors.

Article 2 – Objectives

The Committee shall:

- Monitor road and drainage conditions throughout the community.
 - Identify maintenance issues requiring attention.
 - Supervise volunteer work projects.
 - Recommend contractor work when volunteer labor is impractical.
 - Assist in protecting Association roads and drainage infrastructure.
 - Promote owner participation and community involvement.
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Article 3 – Authority

The Committee shall:

- Conduct inspections.
- Recommend maintenance priorities.
- Coordinate volunteer activities.
- Gather contractor estimates when requested by the Board.
- Report recommendations to the Board.

The Committee shall not:

- Expend Association funds of more than the Board designated approved quarterly amount without prior Board approval.
- Authorize any expenditure unless funds for such expenditure are available within a Board-approved budget.
- Enter into contracts.
- Establish Association policy.
- Approve projects requiring Board approval.
- Represent the Association in legal matters.

All authority remains with the Board of Directors.

Article 4 – Membership

The Committee shall consist of:

- A Chairperson appointed by the Board.
- Such additional members as approved by the Board.
- A Board Liaison designated by the President.

Membership may be modified by the Board at any time.

Committee members serve at the pleasure of the Board.

Article 5 – Duties

The Committee shall assist with:

Roadway Inspections

- Road surface conditions.
- Shoulder erosion.
- Gravel deficiencies.
- Storm-related damage.

Drainage Inspections

- Culverts.
- Drainage ditches.
- Swales.
- Blockages.
- Erosion concerns.

Construction Project and Engineering Review

The Committee shall assist the Board with road construction and infrastructure improvement projects by:

- Reviewing road, drainage, erosion, and stormwater impacts associated with proposed projects.
- Reviewing construction plans, contractor proposals, and improvement concepts affecting Association roads and drainage systems.
- Evaluating potential impacts to HOA roads, culverts, ditches, and adjacent properties.
- Recommending corrective measures to protect Association infrastructure.
- Recommending the use of engineering, surveying, or other professional consulting services when reasonably necessary.
- Assisting with review of engineering reports, plans, and recommendations approved by the Board.

The Committee serves in an advisory capacity only. Engagement of engineers, consultants, surveyors, contractors, or other professionals shall require prior Board approval.

Vegetation Reviews

- Roadside brush.
- Tree encroachments.
- Visibility concerns.
- Safety hazards.

Volunteer Activities

- Community cleanup days.
 - Drainage maintenance days.
 - Storm debris removal.
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Article 6 – Reporting Requirements

The Committee shall provide a report to the Board at least quarterly and prior to any regularly scheduled Board meeting when significant issues exist

The report should include:

Completed Activities

Examples:

- Culvert cleaning completed.
- Roadside trimming completed.
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Issues Identified

Examples:

- Erosion near Lot 27.
- Blocked drainage ditch on Wynngate Drive.
- Damaged culvert at Shadow Mountain Drive.

Recommendations

Examples:

- Contractor repair.
- Volunteer work day.
- Board action required.

Volunteer Participation

- Number of volunteers.
- Volunteer hours.

All reports shall become part of the Board meeting record.

Article 7 – Safety

The Road Committee encourages safe work practices. Each volunteer remains responsible for evaluating their own abilities, equipment, and working conditions.

The Board encourages volunteers to:

- Exercise good judgement.
- Wear appropriate personal protective equipment for the task being performed.
- Avoid performing work in conditions they believe to be unsafe.
- Immediately report hazardous conditions to the Committee Chair or Board.
- Operate only equipment with which they are familiar and comfortable using.

Article 8 – Budget Requests

The Committee may submit recommendations for:

- Equipment purchases.
- Contractor or consultant services.
- Material purchases.
- Budget needs.

All expenditures require Board approval.

Article 9 – Quarterly Road and Drainage Inspection Program

The Committee shall conduct a comprehensive inspection of the Association's roads and drainage infrastructure at least once each calendar quarter.

Recommended inspection periods:

- First Quarter (January - March)
- Second Quarter (April - June)
- Third Quarter (July - September)
- Fourth Quarter (October - December)

Additional inspections may be conducted following:

- Significant rainfall events;
- Flooding;
- Severe storms;
- Ice or snow events;
- Construction activity affecting HOA roadways; and
- Requests from the Board of Directors.

The purpose of these inspections is to proactively identify maintenance, safety, drainage, erosion, and infrastructure issues before they become more costly to address.

Following each inspection, the Committee shall prepare a written report for the Board that includes:

- Date of inspection;
- Names of participants;
- Areas inspected;
- Observations and findings;
- Photographs when appropriate;
- Recommended corrective actions;
- Estimated priority level (High, Medium, or Low); and
- Recommendations for volunteer work, contractor work, engineering review, professional consulting services, or Board action.

All inspection reports shall become part of the Association's official records.

Article 9A – Road and Drainage Inspection Checklist

The Committee may utilize the following checklist during quarterly inspections. The checklist may be modified by the Board from time to time.

Roadway Conditions

- ☐ Potholes
- ☐ Excessive pavement cracking
- ☐ Settlement or depressions
- ☐ Road edge deterioration
- ☐ Gravel loss (where applicable)
- ☐ Washouts
- ☐ Standing water on road surfaces
- ☐ Roadway signage condition

- ☐ Road markers and reflectors
- ☐ Safety concerns affecting vehicle traffic

Road Shoulder Conditions

- ☐ Shoulder erosion
- ☐ Rutting
- ☐ Soft or unstable areas
- ☐ Encroaching vegetation
- ☐ Damage from drainage runoff
- ☐ Areas requiring fill material

Drainage Ditches and Swales

- ☐ Obstructions
- ☐ Excessive sediment buildup
- ☐ Erosion
- ☐ Standing water
- ☐ Proper water flow
- ☐ Vegetation impeding drainage
- ☐ Areas requiring reshaping or cleaning

Culverts and Drainage Pipes

- ☐ Blockages
- ☐ Pipe damage
- ☐ Pipe collapse
- ☐ Inlet condition
- ☐ Outlet condition
- ☐ Sediment accumulation
- ☐ Evidence of washout
- ☐ Safety concerns

Stormwater Management

- ☐ Areas showing repeated flooding
- ☐ New erosion concerns
- ☐ Drainage patterns affecting roads
- ☐ Drainage impacts from homeowner construction
- ☐ Areas needing additional drainage improvements

Vegetation Management

- ☐ Tree limbs obstructing roads
- ☐ Trees threatening roadways
- ☐ Trees affecting culverts or drainage systems
- ☐ Invasive vegetation
- ☐ Sight-distance concerns at intersections and curves
- ☐ Areas requiring mowing or trimming

Construction and Road Impact Review

- ☐ Construction activity affecting roads
- ☐ Mud or debris on roadways
- ☐ Evidence of heavy equipment damage
- ☐ Drainage impacts from construction
- ☐ Areas requiring road repair attributable to construction traffic

Recommended Prioritization

High Priority

Immediate safety risk, significant drainage issue, road failure, blocked culvert, or emergency condition requiring prompt action.

Medium Priority

Issue should be addressed within the next budget cycle, contractor project, or volunteer workday.

Low Priority

Routine maintenance or cosmetic issue that should continue to be monitored.

Article 10 – Relationship to Owners

The Committee does not enforce Covenants. If violations are observed, they shall be referred to the Board.

Examples:

- Obstructed drainage ditches;
- Road Damage;
- Road encroachments;
- Unauthorized road work; and
- Drainage issues affecting HOA infrastructure.

The Board shall determine what action, if any, is appropriate.

Article 11 – Sunset and Review

This Charter shall be reviewed annually by the Board and may be modified, suspended, or terminated by Board action.

Road Committee Charter Created September 4, 2026.

Approved by Board September 4, 2026 (See Minutes of September 4, 2026 Executive Session Board Meeting).

Effective

This Resolution and Charter shall become effective immediately upon approval by the Board of Directors.

Adopted by the Board of Directors of Wynngate Homeowners Association, Inc. on this 4th day of September, 2026.

Bobby Daenen, President

Date: _____

Ginger Williams, Secretary

Date: _____

Certification

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of Wynngate Homeowners Association, Inc. and remains in full force and effect.