

**CHARTER
PUBLIC WORKS COMMITTEE
HOT SPRINGS VILLAGE PROPERTY OWNERS' ASSOCIATION**

I. AUTHORITY

Article XII of the By-Laws of the Hot Springs Village Property Owners' Association.

II. PURPOSE

To advise the Public Works Department on matters pertaining to Public Works functions in the areas of Village streets, POA buildings, and traffic control devices within the policies and guidelines of the Board of Directors. The committee may also receive various ad hoc special requests to assist other staff functions and the Board of Directors.

III. ORGANIZATION AND APPOINTMENT

- A. The committee shall consist of 10 members of the Property Owners' Association who shall be appointed by the Board of Directors.
- B. Committee members shall be appointed prior to the regular April Board meeting for staggered three-year terms. Appointments made to fill a vacancy shall serve the balance of the term vacated.
- C. A chairperson shall be elected by a majority of the committee members for a term of office not to exceed one year and shall not succeed himself/herself unless requested by the committee and authorized by the Board of Directors. He/she shall preside over all meetings, announce the order of business, state and put to vote all motions brought before the committee and appoint sub-committees as required to conduct the committee's business. Guidelines to assist the chairperson in the execution of his/her duties can be found in POA Operating Policies, Chapter 7, Article 3.
- D. A vice-chairperson shall be elected by the committee. The vice-chairperson shall perform the duties of the chairperson in his/her absence.
- E. A secretary shall be designated to record minutes of all meetings.

IV. DUTIES AND RESPONSIBILITIES

- A. To conduct an annual inspection of POA buildings and make recommendations on maintenance and/or construction needs to the Public Works Department.

- B. To annually inspect roadway conditions of Village streets and report the results to the Public Works Department to enable subsequent development of a street resurfacing maintenance program for submittal to the POA Board for formal approval.
- C. To conduct other inspections as requested by the Public Works Department and make recommendations.
- D. To conduct field surveys for speed limits, signage, and other traffic control regulations pertinent to a particular location and make recommendations to the Public Works Department.
- E. To analyze traffic accident statistics and make recommendations as appropriate.
- F. To conduct field surveys for other traffic control devices, such as the need for guardrails and street lighting, and make recommendations to the Public Works Department.
- G. To conduct field surveys to inspect for erosion control and storm water drainage and make recommendations to the Public Works Department.
- H. To accept input from property owners for potential recommendations under the purview of Public Works for possible implementation.
- I. To assist the Public Works Department as requested with preparation of capital plans.
- J. To review plans and specifications and monitor construction of all major remodeling or construction of POA buildings and facilities when requested.
- K. To review size and location of all private and commercial signage installation within the road right-of-way and make recommendations to the Public Works Department.

V. LIMITATIONS

- A. The committee shall not issue orders to any POA employee, nor will any member have the authority to discipline employees.
- B. The committee is not authorized to commit funds of the POA.
- C. No committee member shall engage in any activity that would constitute a conflict of interest with the duties and responsibilities of the committee.

- D. Committee members are prohibited from accepting any form of gratuity, any form of remuneration from suppliers, contractors, realtors, property owners, or any other person doing business, attempting to do business, or in conflict with or in competition with the POA.

VI. MEETINGS

The committee shall meet monthly at a scheduled time and place. Additional meetings may be held if required or desired by the committee.

VII. REPORTS

- A. Minutes of meetings shall be submitted to the office of the General Manager for distribution and filing no later than Thursday immediately prior to the regularly scheduled Board meeting.
- B. Annual report of committee activity to be completed in accordance with Article XII, Section 4.K, of the By-Laws.

B.O.D. 7-19-00, 5-19-04, 10-17-07, 8-17-11