

**Regency at Providence Homeowners Association**  
**Snow Management Committee**  
**By-Laws**

**Article I**

**Name:**

**Section 1.1:** This committee shall be known as “**The Snow Management Committee of the Regency at Providence Homeowners Association**” (a.k.a. RAP Snow Management Committee).

**Article II**

**Definition:**

**Section 2.1:** The Snow Management Committee is responsible for overseeing the supervision of snow and ice removal from all areas known as Regency at Providence. This includes entrances, roadways, sidewalks, driveways, front porches and entrance walkways to all 335 homes and 2 clubhouses in the Regency community, in accordance with the priorities set forth in the contract.

This committee in conjunction with the Board of Directors and the RAP HOA Management Company shall monitor the performance of contractors’ associated Snow and Ice Removal services.

**Article III**

**Purpose and Responsibilities:**

**Section 3.1:** The primary responsibility of the Snow Management Committee, in conjunction with the Executive Board and the RAP HOA Management Company, is to monitor the performance of the contractors associated with Snow and Ice Removal services and ascertain that they are fulfilling their contractual obligations.

**Section 3.1.1:** Provide recommendations to the Executive Board for improvements to the overall plan for snow and ice removal, and seek their approval for changes and/or improvements.

**Section 3.1.2:** Communicate with the Executive Board, through the assigned Board liaison, and the HOA Management Company, any problems that develop with contractors or homeowners.

**Section 3.1.3** Provide interface and coordinate repairs and resolution of any homeowner/contractor issues, through the Community Manager.

**Section 3.1.4:** Along with the Executive Board and the Management Company, actively participate in the selection of suppliers.

**Section 3.1.5:** Provide budget recommendations on an annual basis, as requested by the Board.

**Section 3.1.6:** Monitor expenditures on a monthly basis and report status to the Board of Directors.

**Section 3.1.7:** Hold Committee meetings on a regular basis as needed and issue reports to the Board of Directors and the Management Company.

**Section 3.1.8:** Communicate via the Regency News planned snow and ice removal activities before, during, and after snow storm events.

## **Article IV**

### **Membership:**

**Section 4.1:** Membership on the Committee is restricted to owners or co-owners of homes located at Regency at Providence. Committee members must be in good standing and actively participate in the Snow Management Committee responsibilities.

**Section 4.2:** The Committee shall consist of 4-6 members. Minimally, there is to be one representative on the Committee from each of the Regency at

Providence neighborhoods (Phases 1, 2, 3 & 4). Officers may serve as a representative of a particular phase.

**Section 4.3:** The Co-Chairs of the Snow Management Committee may, from time to time, invite residents to participate in the Committee. Approval is needed from the Executive Board.

**Section 4.4:** The Phase representatives will provide input to the co-chairs during weather events, as to the actual conditions observed in the respective Phases. The representatives will also monitor contractor activities, and report back to the Chair any issues identified.

**Section 4.5:** The Executive Board may remove any Committee member for cause.

## **Article V**

### **Officers:**

**Section 5.1:** The Snow Management Committee shall consist of two officer positions, namely two Co-chairs.

These positions shall be nominated by the Committee members and require approval by the Executive Board.

**Section 5.1.1:** The **Co-Chairperson's** duties shall consist of, but not be limited to, the following:

1. Oversee the supervision of snow and ice removal from all areas known as Regency at Providence.
2. Monitor the performance of the contractors associated with snow and ice removal services and ascertain that they are fulfilling their contractual obligations, including the snow plowing priorities.
3. Preside over and conduct committee meetings.
4. Be the principle contact to the Executive Board and the Executive Board liaison as well as the Association Manager.

5. Keep the residents informed on Committee and Contractor activities as appropriate.
6. Attend meetings of the Executive Board when requested.
7. Take minutes of all Committee meetings and distribute them to Committee members, the Association Manager and the community webmaster in a timely manner.
8. Provide interface and coordinate repairs and resolution of any homeowner/contractor issues, in conjunction with the Community Manager.
9. Receive copies of Contractor vouchers and invoices from the Community Manager, reconcile the two, and recommend for payment. Forward approved invoices to the Community Manager, and the Board Treasurer for payment in a timely manner. It is especially important that snow removal costs in December be accurately tracked and communicated to the Community Manager so that they may be included in year-end costs.
10. Maintain a running tally of all incurred costs, comparing actuals to budget on a monthly basis. Communicate same to Board Treasurer.

## **Article VI**

### **Meetings**

**Section 6.1:** Meetings shall be called by the Co-Chairpersons on an as needed basis but no less frequently than quarterly. After polling the Committee members as to personal schedules, the Co-Chairpersons will select and announce a time and place for the meeting. The Board liaison and the Community Manager will be invited to all Committee meetings.

**Section 6.2:** A majority of one more than half of the Committee members will represent a quorum for conducting business.

**Section 6.3:** At least once a year, at the beginning of the season, residents will be invited to join an open meeting of the Snow Management Committee. Notice will be sent via RAP News.

## **Article VII**

### **Amendments to the Snow Management Committee By-Laws**

**Section 7.1:** Amendments to these By-Laws may be proposed by the Committee at any time provided a quorum is present at the meeting. All amendments must be approved by the Executive Board.

## **Article VIII**

### **Approval of the Snow Management Committee By-Laws**

**Section 8.1:** These By-Laws shall become effective upon approval by the Executive Board.

Approved by the Executive Board on: \_\_\_ September 30, 2018