

# **SUNDANCE ESTATES HOA STANDARD OPERATING PROCEDURE FOR MAINTENANCE OF ROAD EDGES**

**Effective November 01, 2025**

## **1. Purpose**

All the roads within the Sundance Estates have natural growth that occurs along the edges of the roads. This growth can become quite tall affecting visibility, it can contain weeds and other growth that can be harmful to pets, and the roots from the growth can undermine the road subsurface resulting in road failure. Trimming the growth back results in a neater appearance, and if done in spring reduces the spread of weeds.

The normal procedure is to contract a landscaping servicer to cut down the growth and to remove the waste that is generated.

## **2. Policy Statement & Background**

The Road and Trails Committee has a charter approved by the HOA Board which gives it specific authority to maintain the road edge along all the roads within the Sundance Estates subdivision.

## **3. Scope of Services**

- All road edges are to be trimmed, except those that are specifically excluded by requests from Members. Currently houses at the following addresses have requested exclusion from trimming.
  - 2 Cross Roads Court
  - 7 Cross Roads Court
  - 53 Star Dancer Trail
  - 3 Soaring Eagle Court
- The lots that are excluded from the HOA authorized trim services, as designated by the Member, must be verified each year.
- An agreement at a fixed cost is sought based upon requests sent out to one or more landscape maintenance companies. The Agreement can be verbal but must be confirmed at a minimum by email.
- Besides the Spring trimming there have been times when a very wet summer results in a substantial growth in September. It is within the discretion of the Road & Trail Committee to decide if they will request funding for a second cutting.
- The vendor is requested to trim the grass and other growth to a height of no more than two inches, and to a width distance of about 18 inches from the roadway edge, an area that is designated as easement rights. Trimming can be done manually, by hand tools and with gas or electric tools. All waste accumulated from the cutting is to be collected and disposed of at a city or county waste collection facility. Occasionally there is a tree

or large bush that grows within the trim area, which the vendor is authorized to remove as part of the service provided.

- The road edge trimming is normally done once a year. The trimming is usually done in the Spring after there has been rainfall resulting in significant growth. This usually occurs within the month of May.

#### **4. Responsibilities**

- The HOA Road and Trails Committee is responsible for maintaining the roads and the road edges and is fully responsible for selecting a vendor to trim the road edges at a frequency designated by the Committee.
- The Committee is responsible for providing the vendor with a map of the subdivision with clearly marked edges that are not to be trimmed as designated by the homeowners.
- The Committee is responsible for overseeing the trim effort as undertaken by the vendor to ensure the job is complete and correctly done.
- The Committee is responsible to provide the Board an estimate of the anticipated costs expected to be incurred by the HOA in the upcoming year. This estimate is to be provided in September of each year so it can be approved by the Board and included in the proposed operating budget in the upcoming year.
- Homeowners who opt out of having their road edges trimmed are responsible for trimming the road edges that reside on their property, including the removal of waste. Failure to do so can result in a fine being levied by the Board.

#### **5. Contractor Selection and Management**

- The Committee is responsible for selecting a reputable and insured contractor, and while normal policy is to have multiple bids, the low cost and infrequent requirement there is not a requirement to solicit multiple bids. This is particularly the case when using an established, reliable, cost-effective contractor as the vendor for the service
- The HOA has been using the following company for many years, who has provided a reliable service when requested, at a competitive price.

##### **RICKY'S LANDSCAPING**

Ricky Zubiate PO Box 31583, Santa Fe, NM 87594 (505) 577-5535  
rickymzubiate@yahoo.com

- This contractor normally provides a verbal estimate which is to be confirmed by email. Upon acceptance contractor establishes a date for performing the service. Contractor has established insurance which can be verified. HOA provides a purchase order to contractor. Upon completion the contractor provides an invoice to the HOA, which is then paid to the contractor by the HOA.

#### **6. Scheduling and Priority Areas**

- Schedule with selected vendor is agreed to between the contractor and the HOA.
- The vendor assumes full responsibility for performing the task, including choosing equipment and personnel.

- There is no specific prioritization for this service.

## 7. Communication with Residents

- The Committee is responsible for notifications to the Members, using the services of the HOA webmaster for the mass mailings to all Members, and individual mailings to the Members who have asked to be opted out of the service.
- This service is considered a normal routine service that is performed on an as needed basis, which requires no communication to the Members.
- The Committee is required to send out a notice to all Members at least two weeks prior to the anticipated trim day, both to notify the Members that the trimming is occurring and to solicit requests from the Members that do not want to have the trimming done on the road edges. Members who want to opt out of the subdivision trimming must do so at least one week prior to the trim date.

## 8. Protocols and Contacts

- Any requests, questions and special or emergency contacts should be with one of the members of the HOA Road and Trails Committee.
- If there is a request that is an emergency and no Committee member is available, the request can be elevated to a member of the HOA Board.
- List of Emergency Contacts- Road & Trail Committee Chair and Board President.

## 9. Budgeting

- This service is included in the Annual Operating Budget of the HOA so that it is performed annually.

## 10. Documentation

- Documentation is limited to receiving an estimate, the issuance of a purchase order by the HOA, an invoice from the vendor upon completion of the service, and the issuance of payment to the vendor.
- The service is conducted directly with the vendor and subcontractors should not be involved.
- Any communication with the vendor is done verbally by the Committee with agreements documented via email.

## HOA BOARD APPROVAL

The Sundance Estates HOA Board hereby approves the SOP for the maintenance of the Road edge growth as described herein.

Name	Title	Date