

# **SUNDANCE ESTATES HOA STANDARD OPERATING PROCEDURE FOR MAINTENANCE OF TRAILS**

Effective November 01, 2025

## **1. Purpose**

Trails within the Sundance Estates require annual maintenance to ensure they are useable by the homeowners. Weed and grass growth as well as erosion in some areas degrade the trails. Annual maintenance results in trails that are walkable by the homeowners and their pets encouraging use and contributing to the overall quality of life of residents within the subdivision.

The normal procedure is to contract a landscaping servicer to maintain the trails.

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

The Roads and Trails Committee has a charter approved by the HOA Board which gives it specific authority to maintain the trails within the Sundance Estates subdivision.

The Subdivision as part of the Plat approved by the County is required to provide and maintain walking trails along major arteries. In the original plat there were walking trails proposed along Sundance Drive and along Star Dancer Trail. The Sundance Trail was installed by the original developer, but the Star Dancer Trail was only partially completed. There is a significant difference in road usage between the two as Sundance Drive is a County connector road and traffic from within and from other adjacent areas uses Sundance Road, while usage on Star Dancer Trail in practice is local usage.

## **3. Scope of Services**

Given the limited use and the limited resources of the Association it has been the practice of the HOA to maintain the Sundance Drive Trail and not build or maintain a trail along Star Dancer Trail. This procedure will focus on the maintenance of the Sundance Drive Trail.

There are three designated sections of the Sundance Drive Trail:

- Trail section #1 is the center section from Vista del Mundo to Cross Roads Court.
- Trail section #2 is from Cross Roads Court to Tano Road.
- Trail section #3 is from Vista del Mundo south to the subdivision border which is near Palentine Road.

Trail maintenance may include the following activities depending on the condition of the trails, prioritization based on usage, and available funds:

- Weeding
- Repairing washouts as well as establishing bridges/walkways as required
- Pruning trees
- Leveling and raking
- Crushed rock addition

- Waste removal
- Other activities as recommended by Subcontractor
- The Road & Trails Committee assesses the condition of the trails, at a minimum, on an annual basis as well as in response to homeowner concerns.
- The Committee solicits bids for maintenance based on trail conditions and provides recommendations to the Board on which sections require maintenance and the extent of the proposed maintenance.
- 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.
- Maintenance is typically performed in June/July but may be performed during other months depending on trail conditions.

#### **4. Responsibilities**

- The HOA Roads and Trails Committee is responsible for maintaining the trails and is fully responsible for selecting a vendor for associated maintenance.
- The Committee is responsible for identifying the sections of trails and maintenance that is required to the vendor.
- The Committee is responsible for overseeing the maintenance efforts 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.
- The Committee is responsible for communicating with homeowners when landscaping or other actions by the homeowners infringe on the trail access or useability and for raising these concerns to the Board if not addressed.

#### **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 moderate cost and infrequent requirements, 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 Zubiarte PO Box 31583, Santa Fe, NM 87594 (505) 577-5535

rickymzubiarte@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.
- Maintenance priority may be given to those sections of the trails that receive the most use.

## 7. Communication with Residents

- The Roads and Trails 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 requested non-electronic participation.
- This service is considered a normal routine service that is performed annually.
- The Committee is required to send out a notice to all Members at least two weeks prior to the anticipated maintenance days.

## 8. Protocols and Contacts

- Any requests, questions and special or emergency contacts should be with one of the members of the HOA Roads 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 approve the SOP for the maintenance of the trails as described herein.

Name	Title	Date