

# **SUNDANCE ESTATES HOA STANDARD OPERATING PROCEDURE FOR SNOW REMOVAL OF ROADS IN SUBDIVISION**

Effective November 01, 2025

## **1. Purpose**

During the winter periods of the year, which can be from November through May, all the roads within the Sundance Estates can be exposed to snowfalls that occasionally accumulate. To keep the roads safe requires snow removal when the accumulation is over two inches (2"). Removing the snow from the road results in improved driving.

The normal procedure is to contract a snow removal servicer to respond when needed.

## **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 roads within the Sundance Estates subdivision and ensure that they are drivable in adverse weather conditions.

## **3. Scope of Services**

- All roads are to be plowed when accumulation is above 2". Servicer is to make determination
- An agreement at a fixed cost per plowing activity is sought based upon requests sent out to one or more snow removal companies. The Agreement can be verbal but must be confirmed at a minimum by email.
- The road plowing is done as often as necessary, which can vary widely each year depending on the snowfall in the area.
- The vendor is requested to push the snow to the side of the road and to minimize the impact of accumulating snow at driveway entrances.

## **4. Responsibilities**

- The HOA Road and Trails Committee is responsible for maintaining the roads and keeping it clean and clear of snowfall, which includes being responsible for selecting a vendor to remove accumulated snowfall.
- The Committee is responsible for overseeing the snow removal effort undertaken by the vendor to ensure the job is complete and correctly done each time.
- 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.

## **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 assumes responsibility for performing the service on an as needed basis. Contractor has established insurance which can be verified. HOA provides a purchase order to contractor. Upon completion of the snowfall period for the year the contractor provides an invoice to the HOA, which is then paid to the contractor by the HOA.

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

- Schedule is determined by the selected vendor, is agreed to between the contractor and the HOA when extra or anticipated service is required.
- 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 HOA 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 requested non-electronic participation.
- This service is considered a normal routine service that is performed on an as needed basis, which requires no communication to the Members.

## **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