

# Mountain Operations and Projects Committee

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**Committee:** John Simmons (Board), James McKenna (Co-Chair), Greg Tafoya (Co-Chair), and other members of the community that may have an interest or expertise on the project matter. Committee members are volunteers of the community.

**Objective:** Establish on-going maintenance, support, and organization for various common areas to include the parking lot, package shed, mailboxes, security gate, burn pile, and maintenance of security cameras, community signs, evasive weed control, mid-mountain pumphouse, water storage area, community roadways and other areas as they arise and approved by the board to work on.

## Scope of Work:

- **Committee Formation:** Establish a committee comprising members with expertise in security, logistics, organization, access, and facilities management. This committee will oversee the maintenance related to the parking lot, burn pile, package shed, security gate, mid-mountain pump house, water storage area, and maintenance only of security cameras. New projects will be presented to the board for review and approval before moving forward.
- **Objective:** To enhance the security, safety, efficiency, and aesthetics of the community's common areas through the implementation of various projects.
- **Scope:**
  - **Parking Lot:** Oversee access, basic maintenance and snow removal of parking lot to accommodate the vehicles of residents and guests.
  - **Package Shed:** Maintain a secure package shed system to ensure safe and organized storage of deliveries.
  - **Security Gate:** Maintain a security gate system to control access to the community. Ensure gate is in good working order and maintain/elevate its appearance.
  - **Security Cameras:** Work with vendor and/or provide basic maintenance of security cameras in strategic locations to ensure compliance to law and safety for all guests and members. (Committee members will not be allowed to monitor the security system.)
  - **Burn Pile:** Manage a safe and clean burn pile area for all members to utilize. Coordinate yearly controlled burns and push back the pile when needed.
  - **Mid-Mountain Pump House:** maintain pump house building to ensure building structure and exterior is maintained and in good working order for HOA storage and uses.
  - **Well Building and Water Storage Area:** maintain well building and water storage areas to ensure structure and exterior is maintained and in good working order for HOA storage and uses. The grounds around these structures shall be maintained to allow for easy access to these facilities and clear of debris, invasive weeds, etc.
  - **Community Signs:** ensure all signs are visible, cleared of debris or obstacles, and well maintained. Any signs that are not up to community standards will be replaced or fixed.
  - **Community Roads:** maintain community roadways by coordinating annual grading and magnesium chloride application, maintain road base and review areas needing additional maintenance.
  - **New Projects:** new projects suggested by the membership or are necessary to maintain the growth and development of the community. Any new projects will be presented to the board to be reviewed and approved before moving forward.
- **Team Formation:** Assemble a cross-functional team with expertise in security, IT, project management, maintenance, and other skills that are valuable to the ongoing maintenance of our community. Roles and responsibilities will be defined for team members as seen fit by the chair committee members and will vary from project to project.
- **Budgets:** Budgets will be presented to the board, discussed and approved before moving forward with any maintenance or project items.
- **Implementation:** Proposed projects will be presented, discussed and approved by the board before moving forward. Each proposed project will have a work plan, estimated timeline, and committee members assigned to the task.

- **Review and Reporting:** Regular team meetings to review progress and adjust strategies as needed. Committee will present to the board at monthly meetings and will include any meeting minutes project status, findings, budgets, etc.