

The Board of Directors of Chatuge Village Community Association, Inc. (hereinafter "CVCA") is charged with the management of common property.

- CVCA owns the roads and is responsible for up keep and maintenance of the roads.
- Individual lot owners, for their own convenience and the better enjoyment of their property, have constructed driveways and installed culverts connecting to CVCA roads.
- CVCA desires to clarify the procedures for granting lot owner's access to common roads and desires to clarify its maintenance responsibilities relating to driveways, ditches and driveway culverts.

THEREFORE, at a meeting of the Board of Directors on July 22, 2015 the following procedures were approved as CVCA policy.

DRIVEWAY:

1. Before construction of any new driveway or alteration of any existing driveway within the CVCA right-of-way, the lot owner must apply for and secure a permit from the CVCA Board of Directors. Completed applications will be accepted only from property owners or their legally authorized agents. Applications for a permit are available on the CVCA web site (www.chatugevillage.org) and must present the proposed property usage and the proposed driveway or alteration. The application must include the location of the proposed or altered driveway; type, directional flow and location of drainage ditches or culverts; site distance for ingress and egress; type of materials to be used; landscaping plans if any; pavement markings if necessary; and signage if necessary. Once the application is approved by the Board, and after applicant has obtained any permits required by State or local governments (if any), then the applicant may proceed with construction.
2. The Board of Directors may issue a temporary driveway access permit for temporary driveway during construction on a lot. Temporary driveways are to be removed by the applicant at the end of the specified period.
3. All work in the right-of-way shall be performed pursuant to the permit. If the lot owner fails to perform the work in compliance with the approved plans and specifications to the satisfaction of the Board, then upon written notice to the property owner, the CVCA may barricade the driveway from further use until necessary corrections are made.
4. The applicant will be financially responsible for any damage caused to the CVCA roads, water lines, culverts, landscaping, signage or other community property located within the right-of-way. The applicant will not hold the Board of Directors or CVCA or it's duly appointed agents, officers or employees liable for any claim arising from the construction or the application process.
5. Any portion of the improvements located within the right-of-way shall be considered the property of CVCA and maybe utilized in any manner necessary by the CVCA. However, CVCA does not accept responsibility for maintenance of culverts or ditches constructed by lot owners for their own convenience and the better enjoyment of their property. The entire cost(s) of constructing and maintaining an approved driveway will be paid by the property owners, their grantees, successors and assigns.
6. A Driveway Permit Fee may be levied by the Board, due and payable upon filing of the application. This fee shall be levied to compensate the Association for costs in connection with the new construction. The current fee is \$250. The Board may modify the fee at any time by a majority vote of the Board.

DITCHES AND DRIVEWAY CULVERTS:

1. It shall be the responsibility of each lot owner to maintain drainage ditches fronting their lots and culverts under driveways accessing their lot, regardless of whether the ditch or culvert is located within the CVCA road right of way.
2. The CVCA will only maintain culverts crossing under CVCA owned roads.
3. The CVCA shall have the right to maintain any ditch or culvert that is considered to be uncared for and not maintained by the owner. If lot owners fail to maintain ditches and culverts after reasonable notification by the Board, such lot owners will be billed by the Board for expenses in the maintenance of said ditches and culverts. Failure to reimburse the Board for their expenses will result in a lien on such property.