

PRIVATE ROADS COMMITTEE OF THE GLEN
CANNON PROPERTY OWNER'S ASSOCIATION

ORGANIZATION

POLICY STATEMENTS

OPERATING PROCEDURES

As of 9 August 2018

ORGANIZATION

GLEN CANNON PROPERTY OWNERS ASSOCIATION

PRIVATE ROADS COMMITTEE

February 17, 2010

After discussion and consideration by current **Private Roads Committee** members, it is commended that the following be considered for approval by GCPOA Board of Directors (Board) .

Organization Policy

1) The Private Roads Committee (Committee) will consist of a maximum of seven (7) members representing different residential areas in the community on Private Roads named in Exhibit A of

the 19 April 2002 resolution of the Glen Cannon Property Owners Association (GCPOA). These members will be selected by a process that will include formal introduction to existing

members, followed by an exclusive discussion and vote by the existing members. This will be followed by a recommendation to the Board of the GCPOA for appointment. There is no term of service limit recommended.

2) The number of attending members to qualify as a quorum for the Committee to accomplish business will be a simple majority of existing members.

3) Officers of the Committee will be four (4). Chair, Vice Chair, Secretary and Treasurer. The election of these officers will be accomplished by the Committee, The term of service is to be

three (3) years. The Vice Chair will be expected to become Chair at the end of the three (3) year term.

Approved by GCPOA, February 2010

Adopted by PRC, March 2010

Private Roads Committee (PRC)

Duties of Officers

(Adopted 11 March 2010)

Chair

1. Preside at PRC meetings.
2. Represent the PRC to the public, to contractors, to property owners and to the Property Owners Board.
3. Maintain communication channels with private roads property owners.
4. Lead the preparation of the annual operation plan.
5. Report PRC progress and plans to the property owners annual meeting.

Vice Chair

1. Perform the Chair's duties in the absence of the Chair.
2. Assure that the PRC follows its procedures with respect to bidding and contracts.
3. Take leadership of special projects at the request of the Chair.

Treasurer

1. Report monthly revenues, expenditures, and cash balance to the PRC and to the President and Treasurer of the Property Owners Board.
2. Prepare and seek approval of the PRC's annual budget.
3. Assist in preparing the annual operational plan.

4. Perform and present financial analyses of major proposed activities.
5. Prepare annual and special assessment statements and follow up to assure payment.
6. Receive and deposit all revenues.
7. Pay all bills, assuring that necessary approvals are obtained.

Secretary

1. Keep and distribute minutes of all Private Roads Committee meetings, recording all decisions.
2. Submit the minutes of the prior meeting for approval at the following regular meeting.
3. Prepare, when requested, and maintain records of, correspondence with property owners and contractors.
4. Maintain a file of all prior decisions and reference those relevant to the issue at hand during PRC meetings.

Expectations of All Private Roads Committee Members

1. Attend regular and special Committee meetings or give timely notice of your inability to do so.
2. Participate actively in discussions of private roads issues.
3. Represent the needs and concerns of all private roads residents.
4. Be attentive to the condition of our private roads and promptly report any maintenance or safety issues to the Committee.
5. Be open to property owner concerns and willing to communicate Committee decisions and plans in contacts with neighbors.
6. Be willing to take part in special projects as assigned by the Chair or Vice Chair.
7. Although there is no set term of office, make a declaration each year of your intent to continue to serve on the Committee.

New Member Orientation

(To be maintained or provided by the Secretary and presented to new members by the Chair or Vice Chair)

1. Minutes of 3 most recent meetings.
2. Copies of last two prior property owner reports.
3. Exhibit A of POA Resolution establishing the PRC.
4. Current Budget and current 5 year resurfacing/ repair plan, including

plans for utilization of professional engineers.

5. POA By-Laws, Article VII, Item 2; Private Roads Committee.

6. POA By- Laws Article IX, indemnification of Directors and Officers.

Adopted 11 March 2010

POLICIES

GLEN CANNON PRIVATE ROADS COMMITTEE PRACTICES ON TREES

(Approved by GCPOA February 2010, adopted by PRC March 2010)

The Private Roads Committee (the PRC) is charged with “planning and executing private road maintenance and improvements” (9-18-2009 Amended By-Laws, Article VII, item 2), We have interpreted this to mean: “Act to assure safe and attractive private roadways.” In a heavily wooded development, this requires a set of practices with regard to naturally occurring trees which border roadways and can impact their safe use.

Many potential circumstances influence the ways in which trees impact road safety. Examples include: weather events, disease, road curves, nearby trees, and roadside terrain. For these reasons, not every situation can be anticipated or codified. Judgment and neighborly good will will always be required. In applying such judgment and good will, the practices and guidelines which we will follow with regard to trees are defined below. It is useful to distinguish between situations where the tree is down on the roadway requiring immediate action and situations where the tree is standing but in such a manner that its condition is a hazard to safe travel.

I. Trees and large limbs that have unexpectedly fallen on the road so as to impede safe road use:

The PRC will act promptly to remove those parts of the tree necessary to clear the roadway and drainage ditch. Often this can be done by Committee members or neighborhood volunteers. When professional services are required, the PRC will bear the expense. Clearing any part of the fallen tree not impacting safe road use is the responsibility of the owner of the property fronting the tree's original standing position. The PRC will remind the owner of the need to clear fallen tree debris, per Glen Cannon's Protective Covenants, 1997 Revision; Section C, article 3.

"Garbage and Refuse Disposal: Debris from cutting trees, lot clearing, storm damage or other accumulations of trash and garbage shall be promptly removed from the property."

2. Trees that are dead, obviously diseased or dying or leaning or shedding large limbs; or obstructing safe line of sight; so as to present a clear hazard to safe use of the roadway:

a. Trees standing in the right of way: the PRC will confer with the owner of the property fronting the tree. The PRC will offer to remove the hazard at its expense, or agree with the owner's plan for trimming or removal.

b. Trees standing on privately owned property or green spaces: The PRC will confer with the owner of the property on which the tree stands re: needed action, such as trimming or felling, to remove the hazard. In addition, the PRC will advise the owner in writing that:

1. Should the tree subsequently fall so as to block the roadway, the PRC will act promptly to clear the roadway and the owner will be responsible for any costs. (Should the owner be non-responsive, a follow up communication will mention the possibility of legal proceedings.)

2. The owner may have liability, in the event of the tree's fall causing damage to persons or vehicles using the roadway at the time of fall, and of the advisability of prompt action.

In addition, for non resident owners, photographs of the hazard and the approximate cost of remediation will be included with the written

notification and, for all owners; names and contact information will be provided for one or more licensed arborists who may be consulted or retained for removing the hazard.

Approved by GCPOA February 2010, adopted by PRC March 2010

Private Roads Committee Internal Dispute Resolution Policy

At the June 2018 PRC meeting the committee approved the use of the Dispute Resolution Policy.

1. Any property owner with a concern related to Glen Cannon private roads should ask the PRC Chair to be put on a PRC meeting agenda to discuss concerns.
2. Property owner meets with PRC and presents concerns.
3. As appropriate to the issue/concern: Two or more members of the PRC are designated at the petition meeting to meet on-site with the property owner to review, make notes, and perhaps photograph for record, the condition and report back to the PRC.
4. At the subsequent PRC meeting, in absence of the property owner, the committee will discuss whether the concerns are in the realm of the PRC, how to address concerns, and convey to property owner a written statement as to the determination/conclusion by the PRC. Such determination may include that the concerns do not warrant action on part of PRC.
5. The property owner will have two weeks from date of receipt of the statement to respond in writing with an acceptance or rejection of the determination/conclusion.
 - A. If accept, the issue will be considered resolved.
 - B. If reject or find deficient, the property owner will notify the PRC chair that he/she wishes to meet again with the committee to explain the basis for rejection and/or perceived deficiencies in determination/conclusion by PRC.
6. The PRC will consider statements of insufficiency and respond with a written determination/conclusion.

7. The property owner will again have two weeks from date of receipt of the statement to respond in writing with an acceptance or rejection of the determination/conclusion.

A. If accept, the issue will be considered resolved.

B. If the property owner still feels determination/conclusion is non-responsive, the PRC will pass all information and documentation on to the POA, including its recommendation for resolution.

OPERATING PROCEDURES

**PRIVATE ROADS COMMITTEE OF THE GLEN CANNON PROPERTY OWNER'S ASSOCIATION
ORGANIZATION POLICY STATEMENTS OPERATING PROCEDURES As of 9 August 2018 (with assessment
updates effective 1 January 2020 and GCPOA contractual commitments language approved 20
November 2019)**

PROCEDURES AS THEY RELATE TO FINANCIAL MATTERS

1. Who will be Assessed: Property owners with property fronting on and/or only accessible by the designated private roads will be assessed at the appropriate rate for an undeveloped lot or a developed lot. This procedure is detailed in Section E-5, 2013 Unified Covenants of the Glen Cannon Property Owners Association.
2. Impact Fees: At its meeting on 6 November 2008 the PRC increased impact fees to \$5,000.00 to cover expected damages to private roads as increasingly heavy equipment will be needed to build on the primarily steep-sloped lots now available for development and accessed by a private road.
3. Assessments: Based on recommendation by the PRC and approval by the Glen Cannon Property Owners Association (GCPOA) Board on 20 November 2019, the annual assessments have increased to \$600 for a residence lot and \$300 for an unimproved lot effective 1 January 2020.
4. Signatures on Checking Account, Private Roads Committee: At its meeting on 7 May 2009 the PRC decided there should be three signatures on the bank account for the PRC so as to ensure two individuals would be available to sign those checks which require two signatures (checks in the amount of \$1000.00 or more) should it happen one of the signatories was unavailable.

At its February 2017 meeting the PRC decided that, to facilitate use of the bank's electronic bill-pay service, payments of \$1000.00 and more could be "approved" by two signatories. Approval would be indicated by (1) initiating a payment on the bank's bill-pay system or signing a check AND (2) having an initialed invoice or email indicating "OK to pay" by a second signatory or the committee member designated to supervise the contractor. Copies of such emails will be maintained along with invoices for documentation.

5. Contractual Commitments: GCPOA Board approval is required for contractual commitments in excess of \$5,000, budgeted or otherwise, prior to awarding contract(s). The PRC, by majority PRC agreement and by exception, may authorize work for extraordinary, emergency conditions so long as it is within the PRC approved budget and the Board is notified accordingly. Email approvals will be maintained along with invoices for documentation.

Committee of the GCPOA so as to ensure heightened sensitivity to the relation between construction of a driveway and disposition of runoff. This action was taken in response to a review by Lapsley and Associates in which awareness was raised that a significant amount of water may run off driveways and onto private roads, with subsequent erosion and increased costs of maintenance of the roads.

Contractor Data & Qualification Form (rough draft)

Glen Cannon Private Roads Committee

1. Date
2. Contractor Business Name, Address & Phone #
3. Business Contact Person and Title
4. How long in business under the current name?
5. Contract license # Will you provide a copy of license if requested?
6. How many full-time employees does your business currently employ?
7. Does your business have Workman's Compensation Insurance?
Who is your insurance provider?
Will you provide a copy of insurance coverage if requested?
8. Do you have liability insurance which is currently in force?
In what amount and who is the insurance provider?
Will you provide proof of insurance if so requested?
9. Describe your company's expertise.
What sets your company apart from others?
10. Describe your experience with the type of work identified in the scope of work..
Can you provide references for similar work?
11. Is there work in the scope of work with which your company has no direct experience?
12. Do you anticipate using subcontractors for this project?
Are all such subs licensed and do they have workman's comp & liability insurance?

The following is intended to serve as a template for a request for quotation for, in this instance, any provider for snow and ice management on the private roads in Glen Cannon.

SNOW AND ICE MANAGEMENT REQUEST FOR QUOTATION (RFQ)

The Private Roads Committee of the Glen Cannon Property Owners Association wishes to seek a proposal from your business for snow and/or ice management of our 4.4 miles of private roads for a 3-year period for the winters of 2018-2019, 2019-2020 and 2020-2021.

Your proposal should include:

1. A written description of your proposed process to promptly remove snow and ice from our private roads
2. The billing costs of each element associated with your proposal (Example: Cost of melting agents, chat, labor, etc.)
3. A description of your business's ability to provide timely response to each snow/ice event.
4. Your capability for pre-treating before storms
5. The type of equipment you would use for snow removal and the application of melting agents and or chat.

Snow and ice management activity for each winter event will be agreed upon and authorized by communication between your business and a designated contact member of our Private Roads Committee.

Description of Roads: The private roads within the Glen Cannon Property Owners Association consist of nine (9) named roads which total 4.4 miles in length. (A map showing the private roads is included for reference.) The roads are all hard surfaced asphalt or chip and sealed. Glen Cannon is a mountain community whose roads have numerous curves and some steep grades. Based upon history, excluding a major ice storm, ice and packed snow treatment is

sometimes required in a few areas.

Depending upon how quickly and completely the snow/ice is removed it may be necessary to apply a melting agent and or chat to the shady grade areas of Skye Drive [especially the two boulder sections], the grades of Paisley Circle, the approach from Glen Spey to Skye Drive, the grade from the Skye Drive/Glen Spey intersection to i064 Skye Drive. from T235 Skye Drive. around the "S" curves. to 1298 Skye Drive driveway and the intersection grade of 2nd Aberdeen and Campbell.

Special Consideration Needed [Kildrummy Drive]

There is a gravel parking area on the right side of the Kildrummy Drive as address 300 Kildrummy is approached. Snow should not be plowed on this graveled parking area. Kildrummy Drive dead ends at 300 Kildrunny; the beginning of the driveway for 300 Kildrummy is marked with a wooden sign displaying the house number. Please do not intrude onto the gravel driveway.

**The following is intended to serve as a template for a
level of service agreement for any provider for
maintenance of the rights of way of the private roads
in Glen Cannon**

Level of Service Agreement between Yardscape Plus, llc
and Glen Cannon Private Roads Committee for the
period of June 21, 2018 thru June 21, 2019.

July 21, 2018

This "Level of Service Agreement" is applicable to the private roads within the Glen Cannon Property Owners Association that consists of nine named roads which total 4.4 miles in length.

The roads are: Aberdeen, Bruce, Argyll, Glengarry Heights, Kildrummy, Skye Drive, Paisley Circle, Paisley Lane, and Glen Spey.

The following agreement was reached regarding the level-of-service for all mowing and trimming from June 21, 2018 thru June 21, 2019.

Mowing & Trimming Along Glen Cannon Private Roads

Alex & Crystal

Ingle <yardscapeplusll

c@gmail.com>

To: Jim Barrett <jimbarrett828@gmail.com> Tue, Jun 19, 2018 at 9:23 PM

Bid...

Mowing \$850 per cut

Blowing ditches/Stick pick up \$700 each visit.

Areas to be Mowed and Trimmed

Mowing and trimming is to be performed along the private roadways listed above. Mowing and trimming shall be completed on road shoulders between the edge of the road to the ditch or to the downward embankment, in ditches and from one to two feet on the uphill side of ditches. Debris to be removed from road shoulders such as tree limbs, etc. and accumulated debris from ditches, culvert openings and behind rock check dams. Additionally, mowing and trimming shall be performed along the large rocks/boulders in two short sections along Skye Drive.

Care should be taken to not mow, or trim obvious flowers/plants/shrubs planted by homeowners. Do not mow/trim where it appears that homeowners maintain areas bordering the road as a continuation of their lawn. Care should also be taken to minimize the amount of clippings deposited on the road surface during mowing/trimming.

Please Note:

Skye Drive

From house number 494 Skye Drive to the end of Skye Drive will be mowed by

homeowners, however at each mowing of the remaining roadway, please remove debris from road shoulders such as tree limbs, etc. and accumulated debris from ditches, culvert openings and behind rock check dams on the section of Skye Drive that you do not mow.

Kildrummy Drive

Mowing, trimming, and debris removal should cease when reaching a sign stating **"No Blow or Mow"** on the left side of Kildrummy Road,

as the property owner will be responsible for maintaining the road right of way.

Mowing and trimming to be performed three (3) times per year; on or about Memorial Day, July 4, and Labor Day.

Paisley Circle

Starting at the intersection of Paisley Circle and Paisley Lane, going around the circle, from the landscape timbers to about 50 feet past the address 425 Paisley Circle, the home owner will be responsible for maintaining the left side of the road right of way.

_____ Date _____

GCPRC

_____ Date _____

Yardscape Plus, llc

The following is intended to serve as a template for a level of service agreement for any provider for winter maintenance of the private roads in Glen Cannon

Level of Service Agreement between TREEZ
and Glen Cannon Private Roads Committee
for the winters of 2018-2019, 2019-2020 and 2020-2021
JUNE 18, 2018

This "Level of Service Agreement" is applicable to the private roads within the Glen Cannon Property Owners Association that consists of nine named roads which total 4.4 miles in length.

The roads are: Aberdeen, Bruce, Argyll, Glengarry Heights, Kildrummy, Skye Drive, Paisley Circle, Paisley Lane, and Glen Spey.

The following agreement was reached regarding the level-of-service for all winter roads clearing after this date.

1. Any snow and/or ice event will trigger communication between the PRC representative and Jake Zimmerman. Any winter storm, regardless of the amount of snowfall, that:

- a) results in a hazardous, potentially dangerous road surface
- b.) and is likely to remain for more than three hours will result in the appropriate winter road maintenance

2. Based upon information regarding local road conditions and the weather outlook Jake Zimmerman will decide on the type of maintenance required, i.e.: plowing only, plowing and chat or melting agent/chat. Chat and a melting agent may need to be applied to the slopes and curves designated on the attached maps.

3. Winter road maintenance will begin as soon possible. Exceptionally heavy snows may require two or more plowings during the storm.

4. Jake Zimmerman will notify the PRC representative when crews begin their maintenance of subdivision private roads and the plans for the type or road treatment to be used. The PRC's expectation is that clearing Glen Cannon private roads will begin as soon as possible and practical. Upon the completion of clearing the Glen Cannon private roads, Jake Zimmerman will notify the PRC representative and provide information on the condition of the state-maintained roads.

5. The Private Roads Committee designates Murphy Smith as its primary contact representative and Jim Barrett as the backup. If the contacts are changed, Jake Zimmerman will be promptly notified.

Unless modified, this Level of Service Agreement shall begin on September 30, 2018 and end on September 30, 2021. The GCPRC and TREEZ each shall have the right to terminate this Level of Service Agreement early for convenience. Either party may only invoke its right to terminate for convenience on the expiration date of initial Level of Service Agreement period and/or on each subsequent anniversary date of the Level of Service Agreement, provided that either party has given written notice to the other party no later than 90 days prior to the anniversary date.

_____ Date _____

GCPRC

_____ Date _____

TREEZ

MAP 5

4000 m² strips and area under 10 hours

-  10000 m²
-  20000 m²



CONTRACT....REVISED

This agreement is made between the Private Roads Committee of the Glen Cannon Property Owners Association (PRC) and _____ (Contractor). This agreement describes the work to be done by the Contractor and the terms and conditions under which the work is to be performed. The specifications of the project are described in Attachment #1, Scope of Work, which is apart of this agreement. Any changes to the original specifications or terms and conditions, including changes after the award of the contract, are to be agreed to in writing by both the Contractor and PRC using Attachment #2. Any Attachment #2 agreed to by both parties becomes apart of this agreement.

GENERAL TERMS AND CONDITIONS:

1. Contractor specifies that the Contractor and any Subcontractors employed by the Contractor and performing work on Glen Cannon property are licensed to do the type of work called for in Attachment #1, Scope of Work, and the Contractor and any Subcontractors employed by the Contractor and performing work on Glen Cannon property have insurance covering liability and workman's compensation which shall be in force during the entire duration of the work. Upon request by PRC, Contractor and all Subcontractors will present evidence that they has the proper license and the insurance described.
2. Except as revised in Attachment #2, progress payments will be made by PRC to Contractor as follows:

On day actual work begins	10% of total job cost
At approximately 33% of job completion	26% of total job costs
At approximately 66% of job completion	27% of total job costs
At approximately 100% of job completion	27% of total job costs
After final inspection by PRC	balance of total job cost

On projects expected to take 30 working days or less and the estimated total job costs are less than \$2,000, progress payments will be made on the following schedule unless revised in Attachment #2:

After five working days	10% of the total job cost
After ten working days	30% of total job cost
After twenty working days	30% of total job cost
After final inspection by PRC	balance of total job cost

3. Contractor agrees to make payment to all Subcontractors employed by Contractor for work done on Glen Cannon property in a timely manner and so that any Subcontractor employed by Contractor shall not file a mechanics' lien on PRC or the Glen Cannon Property Owners Association. If a Subcontractor hired by Contractor files a mechanics' lien for work done on Glen Cannon property, Contractor will satisfy any claims in a timely manner and will keep PRC or the Glen Cannon Property Owners Association free from liability.
4. Contractor agrees that PRC and the Glen Cannon Property Owners Association are not liable for any injuries to Contractor's employees or Subcontractors employed by Contractor for work on Glen Cannon property during the project. Also, PRC and the Glen Cannon Property Owners Association are not liable for any damage or theft to any of Contractor's or said Subcontractors' tools or equipment during the project on Glen Cannon property.
5. PRC has the right to require the Contractor remedy any part of the project at Contractor's expense that does not meet the specifications outlined in Attachment #1 or any approved revisions as listed in Attachment #2.
6. All communication to and from Contractor and any Subcontractor employed by Contractor for work on Glen Cannon property relative to the performance and execution of the work described in this Agreement shall be only through the Chairman of PRC and/or his designee and the Contractor and/or his designee.

AGREED:

For PRIVATE ROADS COMMITTEE _____ date _____

For CONTRACTOR _____ date _____

ATTACHMENT #2
SCOPE OF WORK

The Scope of Work of this project is described as follows:

For PRIVATE ROADS COMMITTEE _____ date _____
For CONTRACTOR _____ date _____

**ATTACHMENT #2
CHANGES TO PROJECT**

The changes listed below are agreed to and are part of the original contract if signed by both PRC and Contractor.

ADDITIONAL COST REQUIRED _____

EXPECTED DATE TO COMPLETE _____

AGREED:

For PRIVATE ROADS COMMITTEE _____ date _____

For CONTRACTOR _____ date _____

Note: At its meeting on 12 July 2018 the PRC voted unanimously bids will be required on any work costing \$10,000.00 or more. Bids may be solicited for work costing less than \$10,000.00 at the discretion of the Committee.

Bid Solicitation

Mowing & Trimming Along Glen Cannon Private Roads

(Revision C, 06/17/09)

The Glen Cannon Private Roads Committee (PRC) wishes to solicit a competitive bid from your business for mowing and trimming grass and foliage along the private roadways of the Glen Cannon subdivision located off of Wilson Road.

1. Scope and Overview

Glen Cannon Private Roads

The private roads within the Glen Cannon subdivision consist of the following:

Aberdeen Lane	Argyll Circle	Bruce Circle
Glengarry Circle	Glen Spey	Kildrummy Drive
Paisley Circle	Paisley Lane	Skye Drive

The combined length of the above listed roads is approximately 4.4 miles. A map showing the roads is attached for reference.

Areas to be Mowed and Trimmed

Mowing and trimming is to be performed along the private roadways listed above. Mowing and trimming shall be completed on road shoulders between the edge of the road to the ditch or to the downward embankment, in ditches and from one to two feet on the uphill side of ditches. Additionally, mowing and trimming shall be performed along the large rocks/boulders in two short sections along Skye Drive. Care should be taken so as to not mow or trim obvious flowers/plants/shrubs planted by homeowners. Do not mow/trim where it appears that homeowners maintain areas bordering the road as a continuation of their lawn. Care should also be taken to minimize the amount of clippings deposited on the road surface during mowing/trimming. It is recommended that a review of areas to be serviced be observed with a member of the PRC prior to submitting a bid.

Duration of Mowing/Trimming Agreement

A service agreement resulting from this request for quote will begin (insert date) and will extend through the (insert dates) mowing seasons.

Frequency of Mowing/Trimming

In a typical year we anticipate the need to mow/trim to be five (5) to six (6) times starting in late April/early May and running through late September. The frequency of mowing will be determined by the amount of rainfall received and the rate of growth of grass and foliage.

Authorization to Mow/Trim

Each mowing/trimming cycle is to be performed only when authorized to do so by the Chairman of the PRC or his designee. Authorization will be by phone communication.

Commencement and Duration of Each Mowing/Trimming Cycle

Mowing/trimming is to commence within five (5) working days after authorization and should be completed within four (4) consecutive days after commencement of the work. Working days are defined as Monday through Saturday.

Working Hours

Mowing/trimming work may be performed on Monday through Saturday. Such work is not permitted on Sundays. Work should not commence before 7:30 AM and should not extend beyond 7:00 PM.

Safety

Utmost care should be exercised to ensure the safety of your employees, the residents of Glen Cannon, and others using our roadways when mowing/trimming work is performed. Our roads are narrow and have limited sight distances in many areas.

3. Submission of Bids and PRC Contact Information

In order to schedule a time to view and assess the areas where mowing/trimming work is to be performed, please contact (insert name of Chair, PRC Chairman, insert phone number of chair) or (insert alternate contact and phone number). These individuals are also contacts for questions and clarifications regarding this bid solicitation.

Bids are due by (insert a date) and should be mailed to:

Glen Cannon Private Roads Chairman
P.O. Box 176
Pisgah Forest, NC 28768

