

**First Amended Charter  
Lakeside Association Board of Directors  
Streets & Drainage Advisory Task Force  
February 16, 2024**

**Background**

Lakeside Chautauqua suffers from significant deferred maintenance in the areas of adequate drainage, storm runoff, street and sidewalk deterioration, and street/intersection safety.

Lakeside engaged the engineering/planning firm MKSK to prepare a preliminary engineering report mapping all existing streets, sidewalks, and drainage systems.

Due to the overwhelming list of questions raised by LPOA members, a Streets and Drainage Advisory Task Force (SDA Task Force) was formed. This team was comprised of Lakeside Staff, Lakeside Association Board of Directors (Board) members and Lakeside Property Owners Association (LPOA) representatives. The SDA Task Force formed November 11, 2022, met its original objectives.

At the recommendation of the SDA Task Force, the Lakeside Association hired CDE Engineering in August 2023. The Lakeside Association, with opportunity for community input, determined the funding strategy. The Lakeside Association hired Fred Seling as Owner's Representative. The Lakeside Association will take the project to bid.

**Authority**

1. Importantly, the SDA Task Force is advisory only. The SDA Task Force is established under Article IV, Section 9 of the Lakeside Association Bylaws, with the number of members listed below.
2. As an advisory committee, the SDA Task Force does not make decisions on behalf of the Board.
3. The role of the SDA Task Force is to examine matters within its scope, propose recommendations to the Board and serve as a resource to Lakeside staff in areas where specific expertise is requested by staff or the Board.

**Membership**

1. The SDA Task Force will include community members, Lakeside staff, Board members and LPOA representatives. Task Force members will be recommended by the CEO and COO and appointed by the Chair and Vice chair of the Board.
2. The SDA Task Force will be made up of seven to fifteen community members with professional expertise in major construction and infrastructure projects, planning and financing of these types of projects, and/or understanding of Lakeside.
3. The Board Chair and Vice chair may fill vacancies on the SDA Task Force. The Board may remove a member from the SDA Task Force at any time, with or without cause.

## Responsibilities

The SDA Task Force will be a team of community members who will partner with Lakeside Executive Staff and the Board to provide recommendations regarding:

- Consider options to mitigate drainage issues, particularly in light of what has been learned from the August 2023 storms.
- Review and provide comments on CDE's engineering design for the Project phases included in their contract for engineering services.
- Assist Management with determining the scope of Phase 1 construction, which, based on analysis of the August 2023 storm, may include some street segments in locations other than the eastern section of Lakeside.
- Provide expert assistance, when requested, to Owner's Representative and staff in:
  - reviewing and commenting on proposed bid documents.
  - reviewing responses to bids, and selecting the contractor to perform the work for Phase 1 (and Phase 2, if desired).
  - monitoring physical work being performed by paving contractor(s)
- When requested, proofread community communications developed by Lakeside staff for accuracy and content

## Operations

1. The SDA Task Force will meet with such frequency as it may determine. The co-chairs of the SDA Task Force will call the meetings and preside over the meetings. The co-chairs will set the agenda and objectives of each meeting in partnership with the CEO & COO. A majority of SDA Task Force members will constitute a quorum. SDA Task Force approvals will require a vote of a majority of the SDA Task Force members present at a meeting at which a quorum is present. Minutes will be taken at all meetings.
2. The SDA Task Force will report its activities to the Board on a regular basis.
3. SDA Task Force may be asked to present to community groups. Presentation content will be approved by the CEO and COO, the SDA Task Force co-chairs, and the Board.
4. The CEO and COO will lead community engagement.
5. From time to time, the SDA Task Force members and the CEO and COO will review this charter and propose any changes to the Municipal Services Committee. The Board may amend this charter at any time.
6. The CEO and COO will serve as staff liaisons and will attend meetings.
7. Guest experts may be invited to attend and present at Task Force meetings from time to time.
8. Administrative support will be provided by Fred Seling, Owner's Representative, Sam Chelliah, V.P. of Finance, and Jim Switzer, Director, Historic Preservation, Design Review & Municipal Services and Gretchen Colon, V.P. of Advancement & Marketing.

### **Timeline & Meeting Expectations**

The task force will meet on a regular bi-weekly basis at the onset and monthly thereafter. The following are preliminary milestones:

1. Meet as needed.
2. The SDA Task Force continue through November 15, 2024, unless otherwise determined by the Board.

Charter originally approved by the Lakeside Association Board of Directors at meeting of the full Board on November 11, 2022, and amended on February 16, 2024.