

Notice of Process Implementation

Woodland Lakes Trusteeship

RE: Heavy Use Road Procedures

Date: November 1st, 2020

To: Woodland Lakes Ownership/Trusteeship/Advisory Committee

Introduction:

The program deployed by the Board of Trustees known as the “Heavy Use Road Plan” is a prepaid road user charge for heavy commercial vehicles, implemented to assist with ongoing road maintenance within the community. The Heavy Use Road Plan will apply per entry to authorized for-hire commercial vehicles with registered gross weights of more than 26,000 pounds and are not acting under a signed service agreement with Woodland Lakes Trusteeship. Any non-compliant commercial vehicle meeting the qualifications and requirements of this plan will not be allowed entry into Woodland Lakes Trusteeship and use of community roads.

Administration:

The Heavy Use Road Plan is administrated by the Woodland Lakes Trusteeship and maintained and enforced by Operations and Gate Agents.

Qualifications and Requirements for Heavy Vehicles

Vehicles subject to the Heavy Use Road Plan meet the following criteria:

1. Is a commercial vehicle

OR

2. Is authorized for-hire

OR

3. Is rated **above** 26,000 pounds.

AND/OR

4. Is not acting under a signed service agreement with Woodland Lakes Trusteeship

AND

5. Is laden with, or used for transporting, one or more of the following for commerce goods/services:

- a. Rock
- b. Gravel
- c. Dirt
- d. Concrete
- e. Mulch or Landscaping Material
- f. Any other materials transported in bulk that meets the outlined requirement.

Plan Schedule

Road user charge for heavy vehicles, as defined within this notice, are subject to the following amount(s):

1 Prepaid Entry Vouchers

Vehicle Type	Road User Charge
Commercial Vehicle registered at 26,001+ pounds	\$20.00 per entry

Process and Procedure for Plan Schedule

Vehicles subject to the Heavy Use Road Plan are allowed entry into Woodland Lakes Trusteeship after the following steps have been completed.

1. Prepayment

- a. Contact the Woodland Lakes Office at (573) 468-6505 to schedule an appointment or arrive at 12 Woodland Lakes, Sullivan, MO 63080.
- b. Notify the office employee assisting you of how many loads you would like to prepay for.
- c. The office employee will provide you with an itemized invoice for the number of loads you are purchasing
- d. Pay the invoice by Cash or Credit
- e. Upon successful payment, the office employee will mark the invoice paid along with the date of payment receipt and provide you with one (1) of the following:
 - i. One (1) single voucher for a prepaid load if purchased one (1).
 - ii. Punch Card(s) representing the number of two (2) or more loads purchased.
- f. At the time of entry into Woodland Lakes Community property, the voucher or punch card will be "turned in" to the gate employee.
 - i. The vehicle will drive up to the gate and provide the gate employee with your voucher or punch card.
 - ii. The gate employee will file the voucher or punch the punch card.

Unfilled punch cards will be returned to the owner of said punch card.

Filled punch cards may be kept by Woodland Lakes for filing and tracking purposes.
- iii. The gate employee will permit access into Woodland Lakes Community
 - g. No additional authorization or further information is required to exit the gate.

Woodland Lakes Employee Process and Procedure

To ensure revenue generated by the Heavy Use Road Plan is recorded and recognized, employees will adhere to the following

1. Office Staff

- a. Monies collected by a heavy vehicle operator will be recorded in the General Ledger under its specific account number.
- b. Vouchers are to be kept in the office and treated as cash. Vouchers purchased shall be marked with the number of loads purchased. *Example: In the case of 3 loads purchased – office staff will punch the card until 3 loads remain on the card. If a full card is purchased no punches are required until the truck requests passage into the community.*

Gate Staff

- a. When a driver presents a card for passage – the gate agent will “punch” the corresponding space on the card. The driver will then be granted passage into the community. Single use vouchers will be retained and turned into the office daily. Completed punch cards shall also be turned into the office - standard procedures shall be observed.
- b. A daily record of trucks requesting/gaining passage shall be maintained by the gate agents. This record shall be submitted to the office weekly for audit purposes.
- c. Gate Employees are not authorized to facilitate voucher purchases under the Heavy Use Road Plan at this time.

Recognition of Plan Revenue:

Monies collected through the Heavy Use Road Plan will be placed in the general fund, earmarked for road maintenance, and disclosed within the Woodland Lakes Financial Report.

Disclaimers and Citations:

1. Commercial motor vehicle or commercial vehicle is defined by the Federal Motor Carrier Safety Administration (FMCSA) and US Department of Transportation (DOT) under the Code of Federal Regulations 49 CFR 390.5.
 1. Commercial motor vehicle means any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle—
 - i. Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or
 - ii. Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
 - iii. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
 - iv. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, subchapter C.

“Authorized for-hire” is defined by the US Department of Transportation (DOT) as “a person or company that provides transportation of cargo or passengers for compensation.”

Commercial vehicle who meet the requirements of a Class Seven (7) and above, as outlined by the US Department of Transportation Traffic Monitoring Guide Appendix C. Vehicle Types, and do not have a posted Gross Vehicle Weight Rating (GVWR) will be automatically assumed to be 26,001 pounds and subject to the Plan Schedule.

Commercial vehicles will be restricted access to Woodland Lakes Community property on Holiday weekends as outlined in Section 3.5 “Holiday Equipment/Delivery Restrictions” of the SOP.

“Service Agreement” is defined as a legal signed agreement between two or more persons or entities in which there is a promise to provide goods/services in return for a valuable benefit or compensation.

Frequently Asked Questions

1. I pull a Travel Trailer each time I visit my property; will I need to purchase a voucher or punch card?

- No. This plan is applicable to for-hire commercial vehicles only. If you are using a commercial vehicle for personal purposes and are not-for-hire, the gate employee will not ask you to provide a voucher or punch card.

I am scheduling a delivery and the provider is unable to get a voucher or punch card, what do I do?

- Owners can purchase vouchers and punch cards at their discretion. In the event you choose to purchase a voucher or punch card, you will be responsible for following the process outlined in the Notice of Process Implementation: Heavy Use Road Plan. While your provider will operate the commercial vehicle, you will need to provide the gate employee with the voucher or punch card at the time the provider will access the gate.

What if my provider purchases a voucher or punch card for my delivery, what do I do?

- Only one voucher or punch card punch will be applied per entry into the gate. If your provider is handling the purchase of the voucher or punch card, following the process outlined in the Notice of Process Implementation: Heavy Use Road Plan will be their responsibility.

How will revenue generated by this plan be transparent?

- Revenue generated by this plan will be made available through Woodland Lakes Trusteeship financial reporting. These reports are distributed during monthly meetings and can be requested through the Woodland Lakes Trusteeship office.

Are Woodland Lake’s vehicles and deliveries impacted by this plan?

- No. Woodland Lake’s vehicles operate not-for-hire and will not be required to provide a punch card or voucher. Deliveries or services provided by commercial vehicles defined in the Notice of Process Implementation: Heavy Use Road Plan not acting under an active service agreement will be required to provide a punch card or voucher prior to accessing the community.

What services to Woodland Lakes Trusteeship will **NOT** be impacted by this plan?

- Woodland Lakes Trusteeship has several service agreements with a variety of providers. Here are a few examples

i. Utilities: Crawford Electric, Trash Haulers, Septic Services, Land Management, etc.

ii. Essential Services: Delivery of Paper Goods, Office Supplies, Maintenance Parts, etc.

iii. Food Service Vendors

7. I am getting electric installed; will I need a voucher or punch card?

- No. Crawford Electric provides a utility service and will not be impacted by this plan.