

Project Charter

Project Title	TDOT Liaison Committee	Date, Version #	November 2, 2015 (Final)
Drafted by:	Dennis Stanczuk	Project Sponsor:	Tellico Village Homeowners Association Board of Directors
Start Date	February 2, 2015	Target Completion Date	Ongoing until completion of Highway 321 Bridges and Highway 444 Improvements

<p>Problem Statement:</p> <p>The Tennessee Department of Transportation (TDOT) is building a bridge over the Tennessee River which will replace the Highway 321 Bridge over the Fort Loudon Dam and TDOT is building another bridge parallel to the existing bridge over the channel that connects Fort Loudon and Tellico Lakes. This construction project has created concerns among Tellico Village homeowners about the impact on traffic safety during construction. Also of concern is the condition of the Tellico Parkway (Highway 444) and the lack of acceleration and deceleration lanes and left turn lanes at most intersection along the Parkway. Adding such lanes, repaving deteriorated sections of the Parkway and improving the transitions between the highway and bridges would substantially improve traffic safety and improve the overall appearance of Tellico Village.</p>
<p>In Scope:</p> <ol style="list-style-type: none"> 1. Maintain communication with TDOT to learn about and provide public input to the Tennessee River Bridges and improvements to Highway 321 and Highway 444. 2. Provide timely reports on the work of the HOA – TDOT Liaison Committee to the Home Owners Association 3. Participate in the formal comment process, if any, on the behalf of the HOA during public comment periods <p>Out of Scope:</p> <ol style="list-style-type: none"> 1. The committee should not represent any entity other than the TV HOA. 2. The committee should not provide certified technical or engineering advice to TDOT
<p>Strategic Goal:</p> <p style="padding-left: 40px;">Avoid adverse impacts to Tellico Village residents during construction especially temporary traffic patterns</p>
<p>Project Objectives:</p> <ol style="list-style-type: none"> 1. Establish the HOA - TDOT Liaison Committee as a credible source of community feedback and suggestions for the TDOT projects that directly affect Village residents 2. Establish a communication and meeting protocol with TDOT 3. Establish a collaborative working relationship with TDOT 4. Confer with TVPOA as needed to ensure efforts are unified and are not in conflict.
<p>Project Deliverables:</p> <ol style="list-style-type: none"> 1. Develop meeting reports and any other information updates for community publication and presentations at TV HOA meetings. 2. HOA Comments to TDOT during public comment periods, if any

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Support Required: .

1. Authority from the HOA Board of Directors to implement the Project Charter (Charter renewed annually until project completion)
2. Assistance from the HOA Communications Director to report on Liaison Committee activity and obtain feedback from HOA members.

Team Roles and Responsibilities:

1. Represent the TV HOA and maintain a substantive and productive relationship with the TDOT Project managers
2. Interpret the technical aspects of the project and communicate that information in a non-technical way to the TV HOA members and others as may be requested.
3. Work in concert with TVPOA on matters related to this charter as appropriate.
4. Make recommendations to the HOA Board for changes to the Project Charter as needed.

Potential Issues/ Barriers:

1. The TDOT does not provide timely and meaningful information about the project or does not schedule and conduct substantive meetings with the TV – HOA Liaison Committee.
2. Other interested parties do not share information with the Liaison Committee and or provide the TDOT with information that is either inconsistent with, or undermines the position of the HOA..
3. The HOA Board of Directors withdraws sponsorship of the Liaison Committee.

Communications Plan:

1. Work with the HOA Communications Director and other interested parties, as appropriate, to develop articles for publication and presentations for meetings to provide information on the activities of the Committee and the progress on the Project.
2. Seek feedback from HOA members and other interested parties for the purpose of communicating that information to the TDOT project managers

Sponsor: Tellico Village Homeowners Association

Committee Chairman: Dennis Stanczuk

Committee Members: Richard Comiso, Dick Sawinski

Committee Advisors: TBD (we should solicit interest from villagers who have relevant technical expertise)

NOTE: Charter to be considered an amendment to the original Charter for the *ad hoc* HOA/TVA Liaison Committee. As such, it is renewable annually (in November of each year) until completion of project by action of the HOA Board of Directors..