

Private Road Maintenance Master Checklist

Seasonal Inspection & Association Meeting Guide

SPRING INSPECTION CHECKLIST

- Clear drainage ditches and culverts of winter debris
- Inspect for potholes and frost heaves from freeze-thaw cycles
- Check for erosion damage along road edges
- Trim overhanging branches and vegetation
- Inspect for washout areas near driveways
- Check condition of gravel surface (if applicable)
- Inspect guardrails and signage for damage
- Document any needed repairs with photos

SUMMER INSPECTION CHECKLIST

- Inspect asphalt or paved surface for cracks and deterioration
- Check for vegetation encroachment on road surface
- Inspect shoulders for erosion or ruts
- Check drainage systems for blockages
- Inspect for safety hazards (loose gravel, debris)
- Check condition of any road markings or lines
- Inspect for animal damage or burrows

FALL INSPECTION CHECKLIST

- Clear leaves and debris from drainage systems
- Inspect for damage from summer storms
- Check condition of road surface before winter
- Trim branches to prevent winter damage
- Inspect for any needed repairs before snow season
- Check emergency access routes are clear

WINTER INSPECTION CHECKLIST

- Monitor road condition after snow/ice events
- Ensure snow removal is timely and effective
- Check for ice buildup in problem areas
- Verify emergency access is maintained
- Document any damage from winter weather
- Plan spring repairs based on winter damage

ROAD ASSOCIATION ANNUAL MEETING MINUTES TEMPLATE

Date: _____

Location: _____

Attendees: _____

Road Name: _____

Topics Discussed:

1. Road Condition Report:

2. Budget & Assessments:

3. Maintenance Priorities:

4. Disputes/Issues:

5. Next Meeting Date:

This checklist is for informational purposes only. Consult with a qualified attorney regarding your specific road maintenance obligations.