

# *Village Grande at Camelot Home Owners Association*

## Tree Committee Charter

January 18, 2019

### **Establishment and Authority**

The Tree Committee is established by the Board of Trustees of the Village Grande at Camelot Homeowner's Association (the "BOT") pursuant to Article VIII of the By-Laws for the Village Grande at Camelot Homeowners Association ("HOA").

### **Purpose**

The Tree Committee is established to assist the BOT with the management of the trees and shrubbery on the common property and to ensure that they are maintained and in accordance with all approved contracts.

### **Responsibility**

In fulfilling its responsibility, the Tree Committee shall:

1. Develop and update inventory of the trees and shrubbery on the common property.
2. Maintain a list of vendors and their contracts and ensure these lists are current and available.
3. Monitor, follow up and document the work of all contractors as needed, to ensure the duties under contract are performed as required.
4. Assist the Property Manager with reviewing vendor contracts and advise the BOT as necessary.
5. Determine need for additional services regarding maintenance of the trees and make recommendations accordingly to the BOT.
6. Perform an annual inspection of all common area trees and shrubs and provide results of the inspection to the BOT.
7. Perform minor physical labor such as pruning required for maintenance of trees.

### **Membership**

Membership is open to all members of the VGAC HOA that are in good standing. All Committee members serve on a voluntary basis. It is helpful for the volunteer to have some knowledge of mechanical, electric and software components but not a requirement to be a member. The BOT shall appoint members of the committee annually. The voting membership of the Tree Committee shall be limited to 11 including the Chairperson. The BOT may appoint additional members throughout the year as the need arises. Every volunteer on the Committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.

**Volunteers and Other Resources**

Non-committee volunteers may be solicited by the Tree Committee, throughout the community for assistance on certain specified projects. Volunteers are not members, voting or otherwise, of the Tree Committee.

**Leadership**

The Committee Chair shall:

1. Manage the Committee and its meetings.
2. Schedule meetings, establish the meeting agenda, and ensure the meetings are professional and minutes are kept of all meetings.
3. Ensure all Committee members are informed of current events related to the Committee.
4. Interface with the Property Manager as determined by the BOT.
5. Be present at open BOT meetings to give report on Tree Committee activities and recommendations.
6. Appoint sub-committees such as needed.
7. Insure that all meetings are open to HOA members for observance.
8. Maintain appropriate records.

**Binding Contracts**

The Tree Committee does not have the independent authority to enter into contracts that bind the HOA. The BOT must execute all contracts binding the HOA.

**Adopted by The Village at Camelot Board of Trustees**

**Attest:**

President 

Date 2-13-19

Secretary 

Date 2-4-19