

**TREETOP VILLAGE CONDOMINIUM ASSOCIATION
MELBOURNE BEACH, FLORIDA 32951**

WELCOMING COMMITTEE

The Welcoming Committees mission is to provide a warm welcome to the newest members of Treetop Village Condominium Association, and to make available the essential information needed in order to make their transition into the community go as smoothly as possible. A properly organized and educated welcoming committee could very well be a determining factor in the assimilation and engagement of new residents. It also makes for good morale – and good morale means the turnover rate remains low.

The Welcoming Committee should consist of at least one, and preferably several, TTV Association members. The Committee is sponsored by the Secretary of the Board. The Welcoming Committee works with the Board Secretary to ensure all required documents and forms are available and given to new members.

This is a volunteer position.

Committee Roles and Responsibilities

1. Ensure new members are given a Welcome letter within 1-3 weeks of moving in, along with all the required forms needed, and supplied by, the Board Secretary.
2. Ensure new members have the available web-site: www.treetopvillagecondo.com which contains TTV governing documents, policies and rules and regulations; management company information; insurance policies; financial information; board and members meeting dates, agendas and minutes; members contact numbers and email addresses; and other important member educational information.
3. Ensure the Board Secretary has the new members contact information to include: phone numbers, emergency contact names and numbers, email addresses and alternate/primary addresses if different from their TTV address. Also, any forms that are required such as permission to enter form, request for E-mail communication, unit access cover letter and permission to enter form.
4. At least one member of the committee should be prepared to report any issues or activity during a scheduled Board Meeting.

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COMPLIANCE COMMITTEE

The Compliance Committee augments the Board of Directors ensuring that all TTVCA By-Laws and Rules and Regulations are being followed by determining if a violation has occurred and if a fine is to be levied for the violation.

The Compliance Committee will consist of at least three (3) Treetop Association members appointed by the Board, who are not Board members, their spouses or relatives. This is a volunteer position. The Committee is sponsored by the Board President.

Committee Roles and Responsibilities

- In accordance with *“The 2020 Florida Statutes, Title XL, Chapter 718.303, (3) (b)”*, the Compliance Committee is appointed by the Board and consists of at least three volunteer unit owners who are not Board members, their spouses or relatives. The role of the Committee is limited to determining whether to confirm or reject the fine or suspension levied by the Board.
- At least one (1) member of the Committee (Chair) should be prepared to report any issues or activity during a scheduled Board Meeting.
- The Committee members should be familiar with the *“Florida Statute 2020, Condominiums, Chapter 718.303”*, that affords Association members an appeal process that must be followed.
- The Committee members should also be familiar with the *“Treetop Rules and Regulations, 1. General Provisions and Considerations”*, regarding how violations are to be addressed. Documents can be found on our website: www.treetopvillagecondo.com
- If violations to the Treetop Village Condominium Associations documents occur, the following procedural steps shall be taken by the Board and the Compliance Committee.

FINING PROCEDURES FOR TREETOP VILLAGE CONDOMINIUM ASSOCIATION

Board Responsibility:

Step 1: Once a violation is noted, the Board requests APM to send out a courtesy notice to the Owner describing the violation, the authority in the governing documents to cite the issue as a violation, pictures or other documents relating to the violations, and a 14-day time frame for compliance with instructions on responding.

Step 2: If the violation is not addressed, a second letter (final violation notice) is sent which contains all the elements in the first letter plus a warning that a fine may be levied, with a time frame of 7-days to respond and/or comply.

Step 3: If the violation is still not addressed, the Board, at a duly appointed meeting, will vote on the fine and amount. The outcome of the decision to fine and the amount of the proposed fine will be sent to the Compliance Committee.

******The Compliance Committee's responsibility is to determine whether or not to fine the violator as per the Boards recommendations. The Compliance Committee does not set the fining amount or schedule, but may suggest, to the Board, other options once they have met and conducted the hearing.**

Compliance Committee Responsibility:

Step 1: The Committee will schedule a hearing giving the Owner at least a 14-day notice. Once a date is provided, the Board President will request that APM send out a Final Request for Information and Compliance Notice to the Owner. This notice will contain the previous notices, hearing schedule, options and any additional information required.

Step 2: At the hearing, the Committee Chair will present the case and the Owner(s) will have the opportunity to appeal. A question and answer session by Committee and Owner(s) may follow. After all parties have presented their case and answered all questions, the Committee Chair will ask the Owner to leave the meeting and then the Committee will discuss and make their decision. If the Owner does not respond and/or is not present at the hearing, the Committee continues with its decision.

Step 3: Once the decision is made, the Committee Chair will notify the Board President of their decision.

******If the Compliance Committee votes to not fine, then the process ends. The Board cannot fine. The Committee can, however, choose to request a compromise or lesser fine to the Board.**

END OF COMPLIANCE COMMITTEE'S RESPONSIBILITY!

Board Responsibility:

The Board will follow through with the Compliance Committee's decision and/or suggestions/ compromises and have APM notify the Owner of the outcome.

****Fining is a tool for generating compliance, not punishment. If the Owner complies, even if it takes several notices, a fine is not needed.**

****If a violation is properly noticed and a hearing properly held, and if the fine was ratified by the Compliance Committee, the case is essentially closed.**

****If all attempts fail, the option would be to file a petition in court to force the Owner to comply if the violation is serious enough. This requires legal assistance.**

Updated March 2, 2021

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ARCHITECTURAL REVIEW COMMITTEE "ARC"

The Architectural Review Committee (ARC) is responsible for enforcing the community's architectural standards. This committee reviews proposals for modifications, giving the Board their recommendations for approving or denying them according to the Treetop Village Condominium Declaration and documents.

The purpose of the ARC is to regulate remodels, repairs or renovations, establish architectural standards for Treetop Village, and to ensure permits are obtained when required and review, if necessary. The ARC will also suggest any maintenance needs to ensure our community remains in compliance. Examples: roofing, structural issues, painting, roadways, walkways, etc.

The ARC Committee should be composed of at least 3 or more members. The ARC Committee is sponsored by the At Large, Board Member.

Committee Roles and Responsibilities

1. Requests for changes shall be submitted to the ARC using the Architectural Change Request Form found on our Treetop Website: www.treetopvillagecondo.com
2. The request shall contain detailed information pertaining to the change for which approval is being requested.
3. Changes inside owner's unit may be subject to approval if changes are being made to electrical or plumbing fixtures and/or walls are altered or removed and may require a permit from the Brevard County Planning and Permitting Department.
4. Any request for a change in common property (outside of the owner's screen door) must have approval prior to beginning the project.

NOTE: The ACH Committee should have a Chairperson who is the recipient of the request forms. Request forms will be emailed to the Chair for review and shared with the other committee members.

ACH Committee members will have access to all documents pertaining to Treetop's architectural requirements and all forms. Condominium documents, permitting information, request forms and Rules and Regulations can be found on our website: www.treetopvillagecondo.com.

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LANDSCAPING COMMITTEE

The Landscape Committee provides design recommendations that would ensure a beautiful and healthy landscape in the common areas of our community. The Committee also monitors the existing landscape for areas of success and concern on an ongoing basis and provides feedback to the Board of Directors for improvements. The Committee also offers suggestions to the board and members that would enhance the existing landscape with improvements and upgrades in order to preserve property values.

The Landscape Committee should be committed to improving our property by monitoring invasive species and conveying to the board the need for removal. They should also be committed to educating the membership on the use of native species in our environment.

The Landscaping Committee should consist of at least two, but preferably several, TTV Association members. The Committee is sponsored by the Board President. This is a volunteer position. Treetop documents including the Rules and Regulations can be found on our website: www.treetopvillagecondo.com.

Committee Roles and Responsibilities

1. Monitor landscape contractor's performance per the contract Scope of Work. The Committee will report any issues to the Board and not to the landscapers directly.
2. Monitor need for additional tree, shrub or vegetation trimming or removal.
3. Determine need for new plantings on common property: trees, shrubs or flowers.
4. Recommend any additions or improvements needed to ensure the common areas are beautified and well maintained.
5. Support owner(s) who request desire to improve the landscaping surrounding their unit by educating them to the types of plantings that will conform with our environment taking into consideration light, water, and maintenance requirements. Educate on planting native species to attract pollinators and birds. Educate on invasive species or non-native, non-essential species.
6. At least one member of the committee should be prepared to report any comments, requests or needs during a scheduled Board Meeting.

NOTE: NO PLANTING ALLOWED ON THE COMMON PROPERTY, INCLUDING THE AREA SURROUNDING THE UNIT, WITHOUT PRIOR APPROVAL OF THE LANDSCAPING COMMITTEE AND THE BOARD OF DIRECTORS AS PER OUR CONDOMINIUM DOCUMENTS.

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POOL AND POOL AREA COMMITTEE

The Committee ensures that the pool; the enclosed, fenced-in area surrounding the pool; and the RV/boat/storage areas are well-maintained and used appropriately according to the Association Rules and Regulations, dated April 22, 2019, addressing Boats, Recreational Vehicles and Trailers, Paragraph 16, and the Pool Rules, Paragraph 19. Treetop documents and Rules and Regulations can be found on our website: www.treetopvillagecondo.com.

The Committee should consist of at least one, but preferably several, TTV Association members. The Committee is sponsored by the Treasurer of the Board. This is a volunteer position.

Committee Role and Responsibilities

1. Monitor condition of pool and pool equipment, including color, appearance, or need for repair, cleaning, filling, or sanitation issues.
2. Monitor poolside equipment such as chairs, loungers, umbrellas, tables, etc. for disrepair or replacement and discard unusable equipment.
3. Coordinate any landscaping maintenance issues in pool and storage area with the Landscaping Committee.
4. Monitor condition of fencing around pool area.
5. Ensure workable lock on entry gate and on pump gate, and the presence of appropriate signs.
6. Report all violations of the Rules and Regulations in the pool area or storage area per the guidelines for reporting of violations.
7. At least one member of the committee should be prepared to report any recommendations, issues or activity during a scheduled Board Meeting.

NOTE: Brevard Pools is our current pool company. Weekly service is usually on Thursday mornings.

Updated March 31, 2021