

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

**WELCOMING COMMITTEE**

The Welcoming Committee 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](http://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 including info on our South Brevard Water Co-Op for water and garbage pick-up.
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 the “Permission to Enter Form”, the Request for E-mail Communication Form,” the “Unit Access Cover Letter”, and the “Permission to Enter Form”.
4. At least one member of the Welcoming 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 by 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 must 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 Compliance Committee is sponsored by the Board President.

**Committee Roles and Responsibilities**

- In accordance with [2025 Florida Statutes > Title XL > Chapter 718 > Section 303](#):  
**"Obligations of owners and occupants; remedies" 303 (b)**

**"A fine or suspension levied by the board of administration may not be imposed unless the board first provides at least 14 days' written notice to the unit owner and, if applicable, any tenant, licensee, or invitee of the unit owner sought to be fined or suspended, and an opportunity for a hearing before a committee of at least three members appointed by the board who are not officers, directors, or employees of the association, or the spouse, parent, child, brother, or sister of an officer, director, or employee. The role of the committee is limited to determining whether to confirm or reject the fine or suspension levied by the board. If the committee does not approve the proposed fine or suspension by majority vote, the fine or suspension may not be imposed. If the proposed fine or suspension is approved by the committee, the fine payment is due 5 days after notice of the approved fine is provided to the unit owner and, if applicable, to any tenant, licensee, or invitee of the unit owner. The association must provide written notice of such fine or suspension by mail or hand delivery to the unit owner and, if applicable, to any tenant, licensee, or invitee of the unit owner."**

- 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 2025, Condominiums, Chapter 718.303,"* that affords all Treetop 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](http://www.treetopvillagecondo.com)
- If violations to the Treetop Village Condominium Associations documents or Rules and Regulations 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, along 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 Compliance to the owner. This notice will contain all the previous notices; the hearing schedule including the date, time, and Free Conference Call numbers to call in to the meeting; 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 the 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. The owner **is not** required to attend but is encouraged to.

**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 usually requires legal assistance.

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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 Committee should be composed of at least 3 or more members. The ARC Committee is sponsored by the Board Treasurer.

**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](http://www.treetopvillagecondo.com)
2. The request shall contain detailed information pertaining to the change for which approval is being requested.
3. Changes inside an owner's unit may be subject to approval if changes are being made to electrical or plumbing fixtures and/or the walls are altered or removed. These types of alterations 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.
5. At least one member of the committee should be prepared to report any comments, requests, or needs during a scheduled Board Meeting.

**NOTE:**

The 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](http://www.treetopvillagecondo.com).

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**LANDSCAPING COMMITTEE**

The Landscape Committee provides design recommendations that would ensure a neat 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. This Committee is sponsored by the Board Vice President. This is a volunteer position. Treetop documents regarding Landscape articles and information, including the Rules and Regulations can be found on our website: [www.treetopvillagecondo.com](http://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 neat 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 UNITS, 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**

This 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](http://www.treetopvillagecondo.com).

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

**Committee Roles 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 the condition of fencing around pool area. Coordinate with the Maintenance Committee for repair or replacement issues.
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 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.

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**MAINTENANCE COMMITTEE**

The Maintenance Committee is responsible for maintaining the upkeep of shared community areas to maintain the neighborhood's cohesive appearance and functionality, and to help the board ensure the association is properly maintained so that all residents can live in a safe, beautiful, and inviting community.

One of the tasks includes monitoring the condition of common areas and identifying whether repairs are needed. This includes all common property elements such as exterior building repairs; walkways; driveway; pool; and landscaping.

This Committee should consist of at least 5, TTV Association members. This Committee is sponsored by the Treasurer of the Board. This is a volunteer position.

**Committee Roles and Responsibilities**

1. Schedules and coordinates regular and thorough inspections to identify potential maintenance issues.
2. Prioritize maintenance items based on urgency, impact on residents' safety, and compliance with regulatory requirements.
3. Interview potential vendors and ensure a background check to review credentials, reliability, and cost-effectiveness.
4. Coordinate with the Board of Directors for a budget proposal, outlining the costs for each maintenance category, necessary materials, contracted services, and a justification, to ensure financial ability to pay for project, i.e., Operating Budget, Reserve Budget, Special Assessment or Loan.
5. Coordinate with vendors to establish clear service expectations, payment terms and timelines, and monitor progress and evaluate the completed project.