
**Skagit Highlands Homeowners Association
Advisory Trails Committee**

CHARTER

PURPOSE: The purpose of this Charter is to define the mission, authority, responsibilities, and membership for the Skagit Highlands Homeowners Association's (hereinafter referred to as the "HOA") Advisory Trails Committee (hereinafter referred to as the Trails Committee). The charter also conveys commitment from and implied support by Members of the Association (Owner of any Unit, hereinafter referred to as "Member(s)"), the Association's Board of Directors (hereinafter referred to as the "Board"), as well as Community Association Managers (hereinafter referred to as the CAMs) with Trestle Community Management (providing community association management services, hereinafter referred to as "Trestle"). The information communicated here will be the basis for the Trails Committee's work.

SCOPE of AUTHORITY: This Trails Committee has the responsibility to make reports to the Community Association Manager(s), and recommendations to the Board, concerning the trails (hereinafter referred to as "Trails") located in the wooded common area property owned by the HOA. The authority to make decisions concerning the Trails remains with HOA's Board.

MISSION: To help the Association maintain the Trails in a safe condition, and provide Members with opportunities for input about Trails via recommendations and monitoring.

TIME COMMITMENT: Trails Committee members will monitor the Trails by walking them periodically as scheduled and after major windstorms. They will also meet at least once per quarter or more often if the Committee wishes.

RESPONSIBILITIES:

1. Coordinating and scheduling regular walks of the entire Trail system, not less than monthly, and reporting maintenance or other issues of concern to the Trails Committee Chair(s) and emergency or dangerous situations to Trestle per the agreed-upon reporting schedule, using the monitoring spread sheet tool;
2. Ensuring walks of the Trails occur after adverse weather conditions and reporting emergency maintenance issues to Trestle;
3. Meeting periodically to recommendations for safe operations of the Trails, including making recommendations as requested by the Board (i.e. Trail Use Rules);
4. Recruiting Members to help perform the Trails Committee's duties;
5. Taking meeting minutes and forwarding them to Trestle for Board review;
6. Serving as "Trail Ambassadors" for the community, communicating trail rules and good trail safety practices to all trail users.
7. Provide minor maintenance such as clipping back brambles and vines, removing large weeds, filling in holes in trail that may pose a safety hazard, removing branches and rocks, etc. and disposing of this natural waste just off the Trails. To perform this work, packing tools such as a small folding shovel and garden clippers would facilitate these tasks.
8. Remove litter and waste and dispose of in park trash bins.

MEMBERSHIP:

1. Advisory Trails Committee Members will be a cross-section of HOA members, ideally from all neighborhoods, who agree to dedicate at least two hours per month to the Trail Committee’s work.
2. Members must be a Member in Good Standing, i.e. assessments current with no outstanding governing documents (e.g. Community Rules and CC&Rs) non-compliance issues associated with the home, and a current resident of Skagit Highlands.
3. The Board reserves the right to appoint a new chair or new committee members at any time. All Committee Members serve at the pleasure of the Board.
4. The Committee members must:
 - Review and sign a Committee Member or Volunteer Confidentiality Agreement.
 - Review and sign a Committee’s Code of Conduct.
 - *NOT* disclose contact information as follows:

Name	E-mail Address	Address	Phone #

b. Other Support is comprised of Trestle that will interface with the Board.

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REVISION: This charter may be reviewed, communicated, and revised as deemed necessary by the Board.

President
Skagit Highlands Homeowners Association

Date: _____