**Tree Advisory Committee (TAC) Charter**

The Lakeside Association Board of Directors recognizes that trees, and the tree canopy on the grounds, are vital and valuable assets. The Board intends to nurture and protect those assets, now and in the future.

As an important step in achieving this goal, the Board resolved on August 19, 2017 to establish the Lakeside Chautauqua Tree Advisory Committee, now referred to as the Tree Advisory Committee (TAC).

**Authority**

The TAC is a special committee of the Board established under Article IV, Section 9 of the bylaws.

As an advisory committee, the TAC does not make decisions on behalf of the Board. The role of the TAC is to review matters within its scope, provide recommendations to the Municipal Services Committee (MSC), carry out Board decisions, and serve as a resource for management.

**Membership**

1. Directors and non-directors may be members of the TAC.
2. The TAC will include the committee chair and 3-7 other members and will be approved by the Board at the first meeting of the fiscal year.
3. There may be one non-voting ex-officio member from the Municipal Services Department, assigned by the Chief Operations Officer of the Lakeside Association.
4. The Board chair may fill vacancies on the TAC. The Board may remove a TAC member from the TAC at any time, with or without cause.
5. The committee may be disbanded by a vote of the Board at any time.
6. Terms of appointees will be three years, with no limit on the number of terms.

**Operations**

1. A majority of voting committee members shall constitute a quorum.
2. The TAC will meet with such frequency as it may determine. The chair of the TAC will preside over TAC meetings.
3. The TAC will report its activities to the MSC and will keep minutes of its meetings.
4. The MSC shall serve as the appeal agency for recommendations made by the TAC. All decisions of the MSC shall be final and binding.
5. The TAC will review this charter periodically and recommend any proposed changes to the MSC for review. The Board may amend this charter at any time.

**Responsibilities**
1. Support Board regulations on Lakeside trees as outlined in Title 2 of the Lakeside Association Rules and Regulations.

2. Recommend tree removal and replacement strategies on building projects in accordance with the Regulations.
3. When requested, advise the Historic Preservation & Design Review Board (HP&DRB) and the MSC on any tree-related questions.
4. Propose new or modified regulations or policies regarding trees to the MSC as needed.
5. Develop and propose administration of a strategy for optimizing Lakeside's tree canopy, with focus on the importance of large trees as a key community asset.

6. Identify and recommend to the Chief Operations Officer (COO) or the Lakeside Development Administrator ("Management") the locations where trees should be planted, maintenance is needed, or removal is appropriate. TAC will collaborate with Management to arrange new plantings as needed.
7. Notify the COO if any tree-related rules outlined in Title 2 of the Lakeside Association Rules and Regulations have been broken by property owners.
8. Identify tree species suitable appropriate for planting on Association property. Advise leaseholders and Management as needed on planting and replacement of these species and on other questions regarding trees.
9. Ensure that Lakeside continues to meet the requirements as a Tree City USA Community and prepare the annual application for submission to the National Arbor Day Foundation.
10. Provide for the self-sustaining nature of the TAC by identifying skilled and motivated persons for future service on the TAC. Develop a system where appropriate education/training is completed as needed so that the duties of the TAC will continue to be achieved in the future.

Submitted to MSC for approval:  April 11, 2023          Approved by MSC:  April 11, 2023

Approved, on this day, May 19, 2023.

*Rachel B. Miller*

Rachel Miller

Secretary of the Board of Directors

The Lakeside Association