

**TELLICO VILLAGE**  
**PROPERTY OWNERS ASSOCIATION**  
**HIGHWAY ADVISORY COMMITTEE (HIAC) CHARTER**

I. AUTHORITY/REPORTING RELATIONSHIP

- ARTICLE VI of the By-Laws of the Tellico Village Property Owners Association, Inc. (the "TVPOA")
- Reports to the Chief Executive Officer (CEO).
- Operates within TVPOA Board's annual objectives and departmental goals.

II. PURPOSE/OBJECTIVES

The Highway Advisory Committee (HIAC) provides strategic counsel to the CEO and others as directed by the CEO.

Provides assistance/support to the Director of Public Works in the performance of his/her duties as directed by him/her. Acts as additional resource as requested.

The Highway Advisory Committee (HIAC) advises and makes recommendations to the POA Board of Directors, TVPOA Departments, and communicates with TVPOA members regarding highway issues for the Village, including concerns and opportunities for improvement in safety, service, operation, and satisfaction.

The HIAC will gather road condition reports for significant events (such as road-work and weather-related events) for county roads located within Tellico Village and surrounding areas and advise the appropriate POA departments including providing appropriate communications (via BOD approved communication channels) to TV residents.

The Committee will solicit input (questions, concerns, and suggestions) regarding roads from TVPOA members. The Committee will attempt to bring suitable resolutions when deemed feasible and acceptable to the TVPOA Board.

Serves as a liaison between the community and other Advisory Committees.

III. APPOINTMENT

- A. HIAC committee members shall be TVPOA members in good standing or persons residing within the communities and other areas surrounding Tellico Village and shall be appointed by the Board.

B. Committee terms shall normally be for three years commencing on the first day of January following their appointment, with approximately one-third of the members appointed each year.

C. New appointments will be recommended to the Board following interviews by the members of the HIAC. Reappointment recommendations will be made by the HIAC to the Board. Vacancies on the Committee shall be filled by the Board for the remainder of the departing Committee member's term.

#### IV. DUTIES

A. Maintain good working relationships with governmental entities impacting Tellico Village transportation, namely the Tennessee Department of Transportation (TDOT), Tennessee Valley Authority (TVA), Loudon County Highway Department, Monroe County Highway Department, local city, county, and state officials.

B. Communicate committee and project activities to TVPOA CEO and other POA Department leaders and associates as advised.

C. Communicate committee, project activities, and traffic alerts/advisories to Tellico Village homeowners as appropriate.

D. Solicit comments from Tellico Village homeowners and groups in developing proposals for future projects.

E. Monitor current highway projects in the area and provide project status updates and notifications of delays to POA BOD and TV Homeowners as appropriate.

F. Work closely with PSAC on the update/development of TVPOA road signage policies and procedures for implementation by Public Works once approved by the POA Board and appropriate POA Depts.

#### V. COMMITTEE STRUCTURE

A. The Committee shall consist of no fewer than three (3) and no more than seven (7) voting members, the number of which shall be determined by the TVPOA BOD annually prior to the appointment of new members by the Board at its January meeting. The Committee shall by a majority vote elect a chairperson, vice-chairperson and secretary for a term of office expiring at the end of the year for which the officer is elected to serve.

B. A quorum, which shall be a majority of the voting Committee members, is required for an official meeting of the Committee. Actions of the Committee require a majority of voting members present.

C. A TVPOA Board member may serve as liaison to the Committee. For coordination, the Director of Public Works and the Board Liaison shall serve as a nonvoting ex-officio member. Other nonvoting ex-officio members shall serve as the Board deems necessary.

D. The Committee may utilize subcommittees as needed in achieving its goals and shall oversee the operation of such subcommittees. Except as provided in Subsection V(E) below, subcommittees shall be comprised entirely of Committee members.

E. The Committee may also utilize ad hoc committees as needed to achieve its goals. Ad hoc committee members may consist of both members and nonmembers of the Committee as recommended by the CEO and approved by the Board. Except as provided in this subsection, no other ad hoc committees may be appointed by the Committee without the Board's prior approval of the new ad hoc committee's purpose, term and membership.

## VI. LIMITATIONS

A. The Committee is not a governing body. As such, it shall not independently formulate and implement policy, issue directives, exercise approval authority or assume a superior position to the Director of Public Works.

B. The Committee shall not serve as a check on, evaluator or perform oversight of managerial authority/performance.

C. The Committee shall not act independently or outside the scope of its responsibility nor shall it act contrary to established Board and Departmental goals.

D. The Committee shall not supervise, hire, fire or discipline employees of TVPOA.

E. The Committee shall not negotiate or contract with third parties, nor shall it incur unauthorized expenses on behalf of TVPOA or otherwise obligate or commit funds of the TVPOA.

F. The Committee shall maintain the confidentiality of all proprietary information of the TVPOA or furnished to the TVPOA.

## VII. MEETINGS

A. Regular Committee meetings will be held every other month on an announced basis and are open to TVPOA members.

B. Special meetings may be held at the discretion of the Committee and will be open to all TVPOA members unless the purpose of the meeting is to discuss personnel, litigation, contract negotiations or sensitive matters regarding TVPOA members. The Committee is encouraged to give notice of special meetings.

C. Workshops may be held at the discretion of the Committee. As these are working sessions for Committee members, they are not necessarily open to TVPOA members unless the Committee Chair and the CEO feel that such input is useful to the objective being worked on.

## VIII. DISPUTE RESOLUTION

Should disagreements arise between an Advisory Committee and functional TVPOA Departments, the proper sequence of resolution is as follows:

1. Discussion between the Advisory Committee Chair and the appropriate POA Dept Head.
2. Elevation of the disagreement to the TVPOA CEO.
3. Elevation of the disagreement to the Board for final and binding resolution.

#### IX. REPORTS

The Committee will be expected to furnish an oral report at Board meetings, when requested, which shall include any Board action requested by the Committee.

Minutes of Committee meetings shall be maintained and furnished to the Board on a timely basis.

Approved by TVPOA Board of  
Directors May 2024