

**Memorandum of Understanding
Between
The Ken-Caryl Ranch Trail Club
And
The Ken-Caryl Ranch Master Association**

The purpose of this Memorandum of Understanding (MOU) is to define the relationship between the Ken-Caryl Ranch Trail Club (Trail Club) and The Ken-Caryl Ranch Master Association (MA). This MOU is a cooperative endeavor by both entities to promote unity and goodwill between its members while creating an environment that encourages staff and volunteers, who, through their innovation and caring, enhance the unique quality of life for those who live and work here. The Trail Club, the Volunteer Trail Coordinator, the Open Space Rangers (Staff) and the MA (Board) agree to the following:

1. The following roles and activities are performed by each entity as it relates to the Ken-Caryl Ranch Trail System:
 - a. The Trail Club is a Trail Advocacy Group and a stakeholder in the management, design and creation of the Ken-Caryl Ranch Trail System. Trail Club members will volunteer time and resources toward the implementation of trails in the Trails Master Plan, as well as the ongoing maintenance of existing trails.
 - b. The Open Space Committee defines annual trail priorities with input from Staff, the Volunteer Trail Coordinator, the Trail Club and residents. Those priorities are recommended to the MA Board for approval.
 - c. The MA Board reviews and may decide to implement those priorities defined by the Open Space Committee as well as other trail priorities.
 - d. The Open Space Manager and Volunteer Trail Coordinator (depending on type of project) receives direction from the MA Board to implement a plan that addresses those Trail Priorities approved by the Board for their respective projects. The Open Space Manager and Volunteer Trail Coordinator are ultimately responsible for the management, design, quality control and creation of their respective Open Space trails projects.
 - e. Staff employees take direction from the Open Space Manager. The Volunteer Trail Coordinator reports to the MA Board and coordinates with the Open Space Manager. The Volunteer Trail Coordinator will have responsibility for oversight and quality control of Trail Club volunteer work on Trail projects, either directly or via The Volunteer Trail Coordinator's trained and approved Volunteer Crew Leaders (VCLs).
2. The Trail Club agrees to provide volunteer work effort for the benefit of the community with the following tasks: new trail building, trail maintenance, assistance with the Christmas tree harvesting, assistance with the Christmas tree sale, volunteer patrollers, and other tasks as mutually agreed upon by the signatory parties.
3. Trail Club volunteers work under the direction of the Volunteer Trail Coordinator. This may include direct supervision by the Volunteer Trail Coordinator or by Volunteer Crew Leaders (VCL) trained, tested and certified by the Volunteer Trail Coordinator. The Trail Club will only schedule official work days when either the Volunteer Trail Coordinator or a certified VCL is available to lead the day.
4. The Volunteer Trail Coordinator will work with the Trail Club to create a reasonable number of volunteer opportunities, utilizing the Trails Master Plan and the Annual Trails Report as input to define volunteer opportunities. Furthermore, the Volunteer Trail Coordinator will communicate project work (both new construction and maintenance) to Trail Club leadership in a timely fashion so that the Trail Club can inform members of these activities with enough notice so they can participate in these activities. The Ranger Staff and MA Board recognize that volunteering in the community goes beyond just creating and maintaining trails but creates bonds between community members and a pride of ownership in the Open Space.

5. The Volunteer Trail Coordinator will proactively work with Trail Club leadership annually to review trail construction standards. Any changes will be approved by the Board and applied through training and direct interaction between the Volunteer Trail Coordinator and the VCLs. All issues with regard to volunteers, construction/maintenance quality, or not meeting standards will be reported to the Trail Club leadership in a timely fashion and the Volunteer Trail Coordinator and Trail Club will jointly seek to correct these issues as soon as possible. Critical safety and/or performance issues will be addressed by the Volunteer Trail Coordinator and the VCLs immediately in the field, as necessary.
6. All parties agree that good communication is important to good working relationships. As such, the president of the Trail Club, the Volunteer Trail Coordinator, the chair of the Open Space Committee, the Open Space Manager and the MA Board representative to the Open Space Committee may meet on an as needed basis to discuss the state of volunteerism in the open space, the progress of work being done, quality issues and any other topics that need to be discussed in order to continue a good working relationship between all parties .
7. In the event there is a dispute between the Trail Club and Staff, both parties will work in good faith to resolve the dispute in a timely fashion.
8. The Trail Club will strive to have an officer at every Open Space Committee meeting. The Trail Club will elaborate, as needed, on the Club's position on any trails related matter, as well as answer any questions the Open Space Committee has on the Trail Club's position on any topics.
9. The Trail Club will facilitate the distribution of Willow Springs reciprocal usage tags as well as the collection of old tags. As the primary contact with the Willow Springs Open Space Association the Trail Club will be responsible for acquiring the annual Insurance Certificate that is required by the Trail Use Agreement.
10. The Open Space Committee, Staff, the Volunteer Trail Coordinator and the Trail Club will collaborate to develop an annual trail maintenance and construction schedule after Board approval of the Annual Trails Report.
11. Should the Trail Club raise funds for directed use on the trails, those funds will be utilized to complete MA Board approved trail projects and related Trail Club supported efforts (such as purchase of trail related tools and equipment). Trail projects completed by hired contractors (agreed to by the MA Board and the Trail Club) using donated funds will meet project design and trail building standards.
12. The Trail Club will make an annual report to the Board summarizing their activities as they relate to service to the community such as: number of members, number of hours volunteered, and tasks/projects addressed following the Annual Trail Club Meeting. The MA Executive Director and/or the Open Space Manager have the right to request a copy of the Trail Club's list of current members that have been granted access to Willow Springs Open Space at any time. The Trail Club will review its list of current members on a regular basis to confirm that the MA membership status of its members has not changed over time. If it is discovered that a Trail Club member is no longer a member of the MA, that individual will be removed from the Trail Club and its rights and privileges of Trail Club membership revoked.

13. Consistent with the KCRMA/KCRMD Cooperative Agreement RE: Open Space, this agreement also applies to the Ken-Caryl Metropolitan District owned/leased open space, which is maintained by the Master Association staff.

This agreement may be amended with written consent of both parties. This agreement may be cancelled by either party by providing 30 days written notice to the other party.

Agreed to and accepted by:

MA Board President

Trail Club President

Date _____
