

LANDSCAPE COMMITTEE CHARTER

PURPOSE

The purpose of the Landscape & Grounds Committee shall be to make advisory recommendations to the Board of Directors for maintenance improvements in the landscaping and common areas of the community, owned/maintained by the Association.

DUTIES AND RESPONSIBILITIES

1. Committee members are responsible for reporting landscape areas needing attention or correction to Management. Management will communicate the information to the landscape maintenance provider. Examples of concerns that should be reported include, but are not limited to:
 - a. Dead or dying landscape
 - b. Landscape in need of trimming or maintenance
 - c. Broken/ leaking irrigation lines or sprinklers
 - d. Bare areas where new plants should be installed
2. Perform additional functions as may be assigned or referred to this committee by the Board of Directors.
3. At least annually, the Board and/or Committee shall review and reassess this Charter and the Committee's effectiveness and recommend and proposed changes to the Board for approval.

CHAIRPERSON

The Chairperson shall be appointed by the Board of Directors to a one (1) year term. The Chairperson shall review the committee meeting notes to be placed in the Board packet for review of the progress of the committee's assigned tasks and projects at least 10 days in advance of the Board Meeting. The Chairperson may be asked to attend the monthly Board of Director meetings.

COMMITTEE STRUCTURE

Committee shall consist of a maximum of three (3) members. One (1) board member may serve as a liaison to the committee.

COMMITTEE MEMBER RECRUITMENT

Solicitation for candidate positions shall be disseminated to the membership following the initial establishment of the committee. Thereafter all interested residents must complete a committee interest form, and the Board will appoint the committee members.

COMMITTEE MEMBER REQUIREMENTS

Committee members, other than the Board liaison, are required to attend the regularly scheduled committee meetings. Members may be subject to a request for resignation should he/she miss three meetings within a term of office.

All members must be in good standing as a member of the Association.

COMPENSATION

The Committee serves in a volunteer capacity at the pleasure of the Board of Directors, and volunteers receive no compensation.

TERM OF OFFICE

The term of office is for one (1) year for the Chairperson and one (1) year for Committee Members. A Chairperson will be appointed from the committee by the board.

Committee members are appointed by the Board following the establishment of the committee and thereafter following annually to serve at the Board's will and can be removed at any time by a majority vote of the Board.

REPORTING STRUCTURE

Committee members are a recommendation body and will report to the Association's Board of Directors in writing by submitting a report and/or meeting notes from each meeting to Management to be included in the monthly board packet at least 10 days in advance of the Board meeting. The Board of Directors is the decision-making body.

COMMITTEE OPERATIONS

The Landscape Committee will meet a minimum of once per month. Meetings may be scheduled more frequently depending on the desire of the committee members and chairperson. Committee meetings are working sessions for members of the Committee, each of whom has accepted the responsibility as a volunteer Committee member and has agreed to act in accordance with the Committee Goals and Guidelines.

CODE OF CONDUCT

- Respect the confidentiality of the Committee's sessions.
- Act knowledgeably and prudently when making decisions.
- Listen respectfully to other's points of view.
- Speak for the Board and Association only when authorized to do so.
- Immediately disclose to the Committee and/or Board any perceived or real conflict of interest as soon as you have knowledge of the potential conflict.
- Exhibit respect, professionalism and courteous behavior to owners, Committee Members, the Board and to management and staff.
- Must be a member in good standing (current in assessments, not in violation of CC&Rs or Community/Design Guidelines and not had membership rights revoked at a duly noticed hearing).
- Must be "bondable" (insurable by the association's fiduciary/fidelity bond/insurance carrier).