

GARDEN COMMITTEE CHARTER

Purpose and Objective:

The Garden Committee is a group of dedicated participants from the HOA whose role is to build and maintain a garden program that will last for years. The Esplanade Garden Committee should develop a work plan and outline their expectations for the calendar year and beyond. The committee will best assure that the aesthetics of the Community are not compromised and the intent of the Association's CC&R's are not violated.

Organization of Committee:

The committee shall consist of three (3) members and may be expanded or contracted by the Board of Directors as deemed necessary. The Board of Directors shall appoint the committee chairperson. The terms of committee members will be two (2) years. Committee members may not serve consecutive terms on the same committee so long as there are additional candidates willing to serve on the committee. After being off a committee for one (1) year, a former committee member may be considered for re-appointment to the same committee. In the event there are no candidates waiting to serve on the committee a member may be considered for re-appointment, thereby allowing said member to serve a consecutive term on the same committee.

Member Selection:

The Board of Directors has developed the following procedures to provide a consistent and equitable method for the selection of members to approved Board committees:

- A. Management staff will prepare a list of names for each committee using Volunteer Interest forms submitted during the previous two (2) years.
 - B. The cut-off date for applications that will be considered is October 1st for terms beginning November 1st.
 - C. Management will advise if any applicant for the committee is currently serving on another committee within the community. Applicants already serving on another committee (but with a term expiring at the end of the current year) will be considered for appointment so as not to serve on two (2) committees simultaneously. Applicants seeking appointment for simultaneous terms on two (2) committees (for full and/or partial terms) may be considered on a case-by-case basis, so long as there are not additional candidates willing to serve on the committee.
 - D. The committee will be responsible for contacting each applicant to ascertain if he/she is still interested in serving on the committee.
1. The names(s) of the applicant(s) selected by the committee are to be forwarded to the Board of Directors for approval and appointment to the committee at their next Board meeting.

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2. Applicants are not to be notified of their status, with regard to the committee, until after the committee has received written approval from the Board of Directors.
3. At no time during the selection process is an applicant to sit or participate on a committee prior to his/her approval and appointment by the Board of Directors as a member of a committee.
4. All applicants interviewed by the committee are to be notified in a timely manner by the committee as to the selection results.

Duties and Responsibilities:

- A. As noted above, the committee will meet periodically to maintain the four (4) planter boxes and strategize on the crops being planted and how they will be distributed.
- B. The committee will inspect the four (4) planter boxes periodically and keep it free of weeds and dead plant material.
- C. Plan garden design and installation with input from Board of Directors and Landscape Maintenance Vendor.
- D. Establish a plan for on-going garden maintenance.
- E. Create event, programs and activities in the garden (e.g. Garden Openings, Harvest Festivals) to invite members of the community to celebrate the garden and become more involved in efforts to sustain it.
- F. The committee will maintain minutes of the review meeting.
- G. Committee members who fail to attend three consecutive meetings without any contact with the HOA office or the committee chairman, may be asked to resign their position.
- H. The committee will submit a report of its activities to the Board at each meeting.

Budget

- The committee will be given a spending limit per calendar year that will be determined by the Board.
- Board approval is required before work is started for expenditures above the spending limit.