

HOA Landscaping Committee – Charter – Standing Committee

Purpose: Landscaping is essential to any homeowner's association, as it helps beautify the neighborhood and keep property values up. The Landscaping Committee is chartered to advise and assist the Board of Directors. The committee is responsible for researching, interviewing potential landscaping companies, securing bids, and making recommendations based on those bids to the HOA Board for review and approval. This committee also coordinates with the selected landscaping company, oversees all landscaping work, and provides the HOA board with progress updates.

Meetings:

- The Landscaping Committee can meet once a month. However, the committee members may decide to meet less. This committee should meet a minimum of nine (9) times a year: *— not going to happen*
- The committee should determine a set date, location, and time for meetings, create an agenda and issue minutes for each meeting that includes an attendance record. *not going to happen*
- A quorum is required to hold a meeting and a majority vote is necessary to make committee decisions. *If* these conditions are not met, decisions must be postponed/tabled until a quorum can be met.

Membership:

- The Landscaping Committee shall consist of a minimum of three (3) members to a maximum of nine (9) members.
- All members must be current residents of Vintage Grove.
- Members who miss three (3) or more meetings may be replaced by the committee.

Liaison/Chairperson:

- At the first committee meeting following the annual meeting, the committee selects a liaison/chairperson to serve for one (1) year. The liaison/chairperson may serve more than one term if the committee so chooses. The liaison is the HOA Board's main point of contact. The Liaison/Chairperson **collaborates** with the committee to:
 - o Achieve the committee's purpose.
 - o Submits names and email addresses of committee members to the HOA Board for approval, noting the liaison/chairperson. The HOA Board secretary shares this information with the community through the management agency website. The management agency will provide/update the committee email.
 - o Notify the HOA Board of any replacements/new member changes, including the name and email address.
 - o Prepare the agenda, remind members of upcoming meeting, date, and location.
 - o Represent the committee or select a member to represent and attend the HOA Board meetings.
 - o Maintain committee records, i.e., agenda and attendance.
 - o Provide the HOA Board with reports concerning the ongoing work of the hired landscaping company.
 - o Propose to the HOA Board the committee's ideas for improvement to the Common Area.
 - o Propose and participate in landscape focused community projects provide information to the Social Committee Liaison/ Chairperson if needed (for ex, if community involvement is sought).
 - o Prepare a committee budget to submit to the finance committee, which included current year landscaping project needs, (outside the scope of the landscaping contract) and recommendations for future/anticipated needs. Present or select a committee member to present this budget to the finance committee.

Committee Responsibilities:

- Actively engage in achieving the purpose of the committee.
- Attend committee meetings or notify the liaison if you are unable to attend.
- Respond to committee communications in a timely manner.
- Work with the other committees to improve the beauty of Vintage Grove.
- Work with the committee to make recommendations to the HOA Board concerning landscaping ideas.
- Work within the committee to build the committee budget.

Signature of Board President/Secretary

Nancy L. Erickson Date 9/6/22