

# **LANDSCAPE COMMITTEE**

## **CHARTER**

The Landscape Committee shall consist of a chairperson and two (2) or more Members, and a member of the Board of Directors shall serve as an *ex officio* member of the Committee. The Committee shall be appointed by the Board within thirty (30) days after each annual meeting of the Board and shall serve until succeeding Committee members have been appointed. The Committee shall have the power to appoint subcommittees from among its membership, and may delegate to any subcommittee any powers, duties and functions.

The Committee shall advise the Board on all matters pertaining to the maintenance, repair, or improvement of the landscaping of the Common Area which may be located within University Estates or within the dedicated rights of way adjoining or in close proximity to University Estates and shall perform or seek the performance of such other functions as the Board, in its discretion, determines.

The Committee shall monitor work performed by the contract vendor(s) on the landscaping in the Common Area and shall notify the Community Association Manager in writing, with copies to the Board, of any deficiencies or discrepancies in contract performance. There shall be no direct contact between the Committee and the contract vendor(s). The Manager shall be solely responsible for ensuring that the terms of the contract(s) are fulfilled.

The Committee shall have the duty to receive complaints from Members on any matter involving Association functions, duties, and activities within its scope and responsibility and shall dispose of such complaints as it deems appropriate or refer them to such other committee, Director, or officer of the Association as may be concerned with the matter presented.

The Committee shall review and monitor those accounts in the annual operating budget within its scope and responsibility and such other budget activities as the Board may determine. The Committee shall have the authority to transfer funds between and among annual operating budget accounts except the accounts for contract vendor(s) services. The Committee shall recommend changes in anticipated expenditures to the Finance Committee at the time of the annual budget preparation.

The Committee shall elect a chairperson who will provide a monthly written summary of the Committee's activities to the Board at the Board's regularly scheduled meetings. If any Committee activity requires Board approval, the chairperson shall submit a written request to the Board.

The Committee shall recommend amendments to the landscaping contracts to the Board when and as necessary.

The Committee shall recommend selection of landscaping contractors to the Board of Directors.

The Committee shall submit a quarterly summary of its activities and articles of general gardening interest to the Association Newsletter and the University Estates Community webpage for publication.

**REVISION APPROVED BY THE BOARD OF DIRECTORS  
DECEMBER 8, 2008  
THIS REVISION SUPERSEDES ALL PREVIOUS REVISIONS**