

Landscape Committee Charter

Formed October 21, 2025

PURPOSE:

To assist the Board of Directors of the Condominium Association in maintaining the common landscape areas for the benefit of the owners.

COMMITTEE STRUCTURE:

- The committee will consist of a minimum of three (3) members to include one liaison from the board. The committee structure will consist of a chairperson, secretary, and board liaison.
- Membership is voluntary. If the minimum number of committee members is not met, the Board will manage the committee until such time as the minimum is met. In that situation, the Board may appoint owners of the HOA to perform certain tasks for the committee.
- Each Committee member shall be appointed by the Board of Directors, from resident owners expressing interest in the committee.

OPERATIONS:

- Advisory statements and recommendations from the committee shall be submitted to the Board of Directors through the Board liaison assigned to the committee.
- The committee shall report at every board meeting. If there is nothing to report that is what the minutes will state.
- The committee shall meet at least quarterly.

TERM OF OFFICE:

Each member shall serve a term that will conclude when the next Landscape Committee volunteer has been appointed to that position.

RESPONSIBILITIES:

- Review the yearly landscape company contract.
- Physically review the property on a monthly basis to identify problems and recommend to the Board any corrective action.
- Provide a review of any homeowner's concerns and report to the Board.
- Workers should not be interrupted when on site. Workers will not be able to make any changes on work being done at any given time.
- Observations and recommendations are to be sent to the board. The board will then convey this to Quorum who will reach out to Monarch.
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REPORTING RELATIONSHIPS:

Reports directly to the Board of Directors.

AUTHORITY:

- The Landscape Committee is an advisory body of the Board of Directors and has no expressed or implied power or authority.
- Annual Budget once approved by the Board of Directors.
- Landscape Committee may request additional funds throughout the year as deemed necessary to be approved by the Board of Directors.

LEGAL REQUIREMENTS:

Must comply with all Community Association governing documents.