

# Landscaping Committee Charter

## Purpose

The Landscape Committee shall assist the Board of Directors in developing annual easy/low cost maintenance plans for front entrance and playground/common area.

## Membership

- The Board shall appoint the committee chair from the Board
- The Committee shall have a maximum of five members (not counting volunteers), and may have less than five
- Any Member in good standing may serve on the Committee
- The Members of this Committee shall be appointed and removed by the Board at any time, with or without cause
- Members of this Committee must abide by the Board Code of Conduct
- Committee members must disclose any conflicts of interest before any action is taken between Braeloch HOA involving another neighborhood or organization where they are also a board member or committee member.

## Responsibilities

- Advise the Board of Directors, in a reasonable and productive manner, on issues affecting the common areas to include, but not limited to maintenance of existing landscaping and general grounds condition
- Provide the Board of Directors with recommendations regarding the maintenance, repairs, and improvements of the common areas
- Present proposals for projects to Board for consideration

The committee will report its activities to the Board for inclusion in a following Board meeting.

## Authority

- The Committee has no expressed or implied power or authority
- Committee members represent the Board of Directors and may not send out communications individually, or collectively that do not represent the Board's policies, or that contradict the Board's actions

- The Committee will not have the authority to direct vendors or service providers, without the prior approval of the Board of Directors, and contact with any contracted service provider shall be coordinated with the Board of Directors beforehand
- The Committee will not have the authority to send any communication regarding the Association without Board approval

## **Meetings**

The committee will meet at least once a year and more often as needed. A majority of the committee members shall constitute a quorum. The committee chair will forward meeting minutes to the Board Secretary. Minutes may be taken by any individual as needed.

## **Termination**

The Landscaping Committee shall continue until dissolved by the Board of Directors. The committee may be dissolved by the Board of Directors if it is deemed to be inactive or not fulfilling its purpose.

## **Amendment**

This charter may be amended by a majority vote of the Board of Directors.

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Last Approved: 2024-04-03