

Queenland Manor Homeowners Association

Landscape Committee Charter

PURPOSE:

The Queenland Manor Homeowners Association Board of Directors (BOD) has authorized the establishment of the "Landscape Committee" to review the landscape maintenance of all Association common areas for the Queenland Manor community. The purpose of the committee is to serve at the will of the BOD on all matters pertaining to landscape.

- 1) Make recommendations during committee gatherings, regarding any issues or improvements to Association common areas.
- 2) Organize and supervise volunteer projects to improve common areas.
- 3) Develop written detailed statements of work to correct identified deficiencies and provide such to the Board for review and comment.
- 4) Evaluate the current landscape conditions and make appropriate recommendations to the Board for review and comment.
 - a. Identify any deficiencies in the current landscaping maintenance and document any required corrective actions.
 - b. Make recommendations to the Board regarding planting projects, maintenance and improvements.

COMMITTEE STRUCTURE AND TERMS:

The landscape committee serves in an advisory role to the Board. The goal is to communicate community needs to the Queenland Manor Homeowners Association Board. Their primary role is not to establish policies, but rather to provide information and options to enable the Board to make fully informed decisions for the common good of the Association. This is accomplished in two ways. The first is common area inspections to look for possible ways to improve and enhance common areas. The second is to review potential landscape improvements, propose changes or maintenance issues and make recommendations to the Board. Members will be appointed by the BOD.

Appointment consideration criteria will include but will not be limited to relevant experience, willingness and availability to serve, ability to get along with others, fairness, firmness and ability to function with a team.

The Committee will have one chairperson. Committee members must be homeowners in good standing at Queenland Manor. The Chairperson will be responsible for all communications to and from the Board, but may delegate this responsibility on a case by case basis to any committee member. In addition to the Chairperson, the Committee shall consist of at least 2 but no more than 5 other community member volunteers. Every volunteer on the committee has an equal right to express their opinions and ideas as

how to best serve the interests of the community. The ideas agreed upon *by majority of the committee* shall be the ones relayed back to the Board of Directors.

AUTHORITIES AND RESPONSIBILITIES:

The Committee shall provide an organized channel of communication between members, residents, property manager and the Board. The committee is not authorized to financially or legally obligate the Queensland Manor HOA in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment or supplies or approve such a request on behalf of the Queensland Manor HOA) unless it has been specifically approved by the HOA Board.

The Committee shall meet as needed - at least quarterly per year. All official meetings of this Committee will have at least a three-day (3) prior notification to the committee members. The meeting minutes shall be emailed to the HOA Manager within 5 days after any committee meeting and will serve as the report to the Board for the next regularly scheduled Board meeting.

The Queensland Manor Board has the right and authority to take action and/or make decisions with or without involving any committees and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or subcommittee recommendations, should they see the need. The Board of Directors has a right to amend this charter, if they see the need.

COMMITTEE CHAIR:

- 1) The role of the Chairperson is to draft the agenda, schedule the meetings and ensure the meetings are professional and efficient.
- 2) Ensure all committee members are informed of current events in regards to the committee.
- 3) Act as a liaison between the committee and the Board of Directors.
- 4) Be present at committee meetings and prepare written minutes of such meetings. Email minutes to HOA Manager within 5 days after committee meeting.
- 5) Prepare a roster showing names of committee members. A copy of the roster shall be emailed to the HOA Manager. The committee shall promptly update the HOA Manager of any changes in members

COMMITTEE REPORTS:

The Board meeting agenda will have a place for review of the committee reports. If the committee has an issue or request which requires Board action, the committee Chair or representative may appear before the Board under the committee report agenda item to make the request for the board to make the final decision.

DESIGN CONSIDERATIONS:

The design guidelines require that the existing footprint and design is maintained in all general common areas and that all new planting and design considerations blend into and compliment the overall style and intention of the Queensland Manor community. In keeping with the overall landscaping plan, existing trees cannot be removed. The Board is solely responsible for contracting with vendors and contractors. No committee member shall be giving instructions or discussing business/confronting vendors on site working.

Issues to consider include:

- 1) Existing vegetation and general design.
- 2) Ecological composition of the environment.
- 3) Preservation of existing mature trees/shrubs/plants.
- 4) Shade/sun/wind/drought/soil conditions/water conservation/animal resistant plants.
- 5) Ease and cost of maintenance/budget.
- 6) Impact of growth of plants along with any additions/subtractions.
- 7) Recommendations should include cost analysis/design plans/drawings, pictures, etc.
- 8) Consider professional consultant/design professional/arborist/horticulturalist.
- 9) Think safety/liability/security/asset protection.