

Peterkort Woods Homeowners Association
Landscape Committee Charter
Approved by the Board of Directors
Effective: April 4, 2013 (revised 8.2015) (revised 1.2023)

PURPOSE

The Landscape Committee is chartered to advise/assist the Board and work with Management and the Landscape Contractor in preserving and enhancing the physical environment of the community.

1. Provide support to the Board, Management and Landscape Contractor in the development of programs and procedures to maintain and improve the grounds and common areas. To include, but not limited to: Review original landscape design from Renaissance and the current Master Plan and recommend changes/other options for the landscape in eliminating waste of HOA money/water/plant materials.
2. Committee members shall review landscape contract in conjunction with the Master Plan every two years or annually if needed. The committee will provide budgetary input to the Board each new budget cycle.

APPOINTMENT OF CHAIRPERSON & COMMITTEE MEMBERS

1. The members of the Landscape Committee shall collectively appoint one member to serve as Chairman of the Landscape Committee. An annual reappointment of the committee Chairman shall be discussed, and a new committee Chair shall be appointed with a committee vote if necessary. The Chairman of the committee will be the direct contact with Management as well as the Board Liaison assigned to the Landscape Committee.
2. Each new committee member shall be approved by the Board.
3. The committee shall strive to have a minimum of five members. If at any time, the Board feels that this committee is too large, the Board may form subcommittees so that the committee can function.

RESPONSIBILITIES

In fulfilling its function, the Landscape Committee shall:

1. Inspect the grounds on a monthly basis as established by the Committee or the Board of Directors. The Chairperson should collect all findings and submit a written report to the Board of Directors prior to each regular meeting of the Board.
2. Review special projects or non-budgeted operating expense proposals pertaining to enhancement of grounds and common area maintenance with the Board and make recommendations to the Board through Management as to perceived priority of need.
3. Monitor water use, leaks, or lack of water in the landscape areas and report to Management.
4. Monitor tree and shrub growth in conjunction with the annual seasons for timely and effective pruning and removal recommendations.
5. Landscape Committee members shall be notified and invited to attend any scheduled walkthroughs with the landscape contractor and Management and abide by the Communication Policy. In the event the committee Chair is unable to attend a scheduled walkthrough with the landscape contractor, committee Chair may appoint a proxy in their absence.
6. The Landscape Committee shall hold regular meetings to coincide with the regular meetings of the Board of Directors. Shall the Chair or Board Liaison not be in attendance, a proxy must be appointed in their absence.

7. The Landscape Committee shall invite the Landscape Contractor to attend all their regular meetings.

MEMBERSHIP

1. The Landscape Committee shall consist of volunteer resident homeowners from the community. These volunteers may be removed at any time, either by resignation of the member or by a vote of the Board of Directors. Any Landscape Committee Member not operating/acting within these rules or the Association CC&Rs may be called upon by the Board of Directors to discuss membership within the Committee.
2. Committee members must attend the majority of the meetings in a one-year period. They must be present in person. If this requirement is not met, the Board may act to remove the committee member.

AUTHORITY

1. The Landscape Committee functions in an *advisory* capacity only, presenting specific written recommendations to the Board as appropriate for consideration.
2. The Landscape Committee is not authorized to spend monies on behalf of the Association. Any recommendations should be presented in the form of a proposal to the Board of Directors along with the Committee's recommendation, to be reviewed and approved at the following Board of Directors' meeting.
3. The Management or Board Liaison has the authority to approve emergency expenditures, repairs regarding the irrigation system/lines, or hazardous conditions related to the landscape. Whoever is approving such expenditures **MUST** notify all committee members, the Board, and the Management Company within 72 hours of such expenditures also, by email or phone call.

COMMUNICATION POLICY

1. Regular communication with the Landscape Contractor will be through Management. In an urgent situation, the Board Liaison or the Committee Chairperson may contact the Contractor directly. Committee Members may communicate with the contractor at the committee meetings, during scheduled walkthroughs, or as assigned by the committee.
2. All communication from homeowners with concerns regarding the landscape will be submitted to the Management. Management will communicate to the Committee Chairperson and the Board Liaison to review the concern, request, or inquiry at the next Committee meeting.
3. The Committee will provide an update at each Board meeting. If a member is not present at the meeting, the Management will provide the Committee Chairperson with an update on any concerns or feedback from the Board and/or owners at the meeting.
4. The Committee Chairperson is responsible for coordinating meetings with the Committee Members and communicating information to the members. If Committee Members have concerns with the landscape, they are to communicate their concerns to the Committee Chairperson or the Board Liaison.
5. Any issues, concerns or problems with the Landscape Contractor – whether it is performance, communication, etc. will be communicated to the contractor through Management.
6. Any written communication received by any member of the Landscape Committee shall be provided to Management. Management will forward the message to the appropriate persons.
7. Minutes of the Landscape Committee Meetings, including any actions/requests discussed during landscape walks, shall be provided to Management and posted on the website. The Chairperson will communicate to Management the meeting schedule.