

AUTUMN OAKS COMMUNITY ASSOCIATION, INC.
Landscape and Grounds Committee Charter

WHEREAS Article 7 of the Bylaws of the Autumn Oaks Community Association, Inc., (“Association”) authorizes the Board of Directors to create committees of two or more persons, as the Board may deem appropriate, to aid in the administration of the affairs of the Association;

WHEREAS, committees created by the Board of Directors are authorized to perform such tasks and to serve for such periods as may be designated by a resolution duly adopted by the Board of Directors. Each committee shall operate in accordance with the terms of the resolution of the Board of Directors designating the committee or with the rules adopted by the Board of Directors;

WHEREAS, the Board of Directors desires to create a Landscape and Grounds Committee to for the purpose of advising the Board of Directors regarding the Association’s landscaping and grounds, and to assist in its maintenance and/or improvements.

NOW, THEREFORE, BE IT RESOLVED THAT the following Social Committee Charter be adopted

I. COMMITTEE PURPOSE AND RESPONSIBILITIES

I. RESPONSIBILITY

- A. The primary responsibility of the Landscape and Grounds Committee is to 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, trash violations, snow removal, street maintenance. In accomplishing this goal the Board of Directors shall assign the “LGC” with ad-hoc tasks from time to time.
- B. Assist and support Management in the inspection of the grounds and landscape within the community.
- C. Accompany the Board and Management on semi-annual grounds inspections conducted in the spring and fall.
- D. Provide the Board of Directors with recommendations regarding the maintenance, repairs and improvements of the common areas.
- E. Assist the Board in establishing realistic goals, timetables, and work schedules for any repairs or improvements to the landscaping that the Board determines to undertake and in communicating such information to the residents;
- F. Assist the Board in monitoring the activities of any grounds maintenance work done by any firm hired for that purpose;

- G. Provide the Board of Directors with recommendations during the preparation of the annual budget and during the annual planning process.
- H. *If authorized by the Board of Directors*, communicate directly with landscape contractor designated representative regarding contracted services.
- I. Other duties as assigned by the Board from time to time.

II. COMMITTEE MEMBERSHIP, MEETINGS, AND REPORTING

A. Meetings:

- 1. Location: At the discretion of the committee, subject to Board approval.
- 2. Frequency: At least quarterly.
- 3. Date and Time: At the discretion of the committee, subject to Board approval.

B. Membership and Reporting:

- 1. The Committee may have a minimum of two (2) members.
- 2. The Committee shall develop a working relationship and channel of communication with:
 - a. The President and other Members of the Board of Directors as designated by the President.
 - b. Appropriate representative(s) of Property Management Company
- 3. Notice of meetings must be posted and minutes must be taken at each meeting. The minutes or a synopsis of the significant events shall be presented to the Board at its regularly scheduled meetings.
- 4. The Board of Directors shall elect a chairperson and elect as necessary other officers as may be necessary including a secretary and vice-chair.
- 5. The Board of Directors shall appoint members to the committee in its sole discretion to serve a one year term, which may be renewed by vote of the Board of Directors. Committee members serve at the pleasure of the Board of Directors and may be removed at any time by the Board of Directors. Any person wishing to become a committee member may indicate his/her desire in writing to the Board of Directors and the Committee Chairperson for consideration.

6. Committee members may be home owners or their spouses or dependents.
7. No member may serve on a committee if payment by such member of any financial obligation to the Association is delinquent more than sixty (60) days.
8. 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 Management beforehand.
9. The Committee will not have the authority to send any communication regarding the Association without Board approval.
10. 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.

AUTUMN OAKS COMMUNITY ASSOCIATION, INC., INC.

RESOLUTIONS ACTION RECORD

Resolution Type Administrative No. 2014-01

Pertaining to: Landscape Committee Charter

Duly adopted at a meeting of the Board of Directors of the Autumn Oaks Community Association, Inc., Inc., held October 14, 2014.

Motion by: Natalie A. Fehervari Seconded by: Ameeta Singh

Director	Title	Yes	No	Abstain	Absent
Ameeta Singh	President	X			
Natalie A. Fehervari	Vice President	X			
Sarah Aguilar	Treasurer/Secretary				X
Ron Wagner	Member at Large				X
Todd Langford	Member at Large	X			

ATTEST:


Board Member-At-Large

11/11/14
Date

Resolution Effective, January 01, 2015