

## **GROUNDS COMMITTEE CHARTER**

**Purpose:** To advise Association staff and the Board on the maintenance and replacement of the grounds landscaping.

**Structure:** The committee shall be comprised of at least three unit owners one of which will be named as chairman of the committee. A Board liaison shall be assigned to the committee to assist the committee on procedural questions and represent the committee at Board meetings should the committee chair not be available. The liaison shall not be considered as a committee member.

**Meeting Requirements:** The posting of meeting notices is not required unless the meeting is being held to discuss planning and proposals for landscaping redesign for Board approval. Such meetings shall be open to unit owners. The committee chair shall submit to the Manager an abbreviated account or report from these meetings.

### **Authority / Duties:**

1. Offer advice to Association staff on landscape maintenance and plant replacement.
2. Authorized to make purchases of plants, fertilizer, mulch, etc. with prior notice provided to the Manager. All effort shall be made to keep expenditures within the allotted budget for 'ground expenses'. Receipts for purchases shall be approved by the committee chair prior to submission to the Manager for payment.
3. Assist and / or advise the Board on planned landscaping projects.
4. Authorized to conduct owner survey's with prior approval of the Manager or Board for major landscape work.
5. Prepare and present reports to the Board at its regularly scheduled meetings as needed.

Board Approved: 4-18-19