



## **Landscape and Facilities Committee Charter – Sherwood Forest Homeowners Association**

### **I. Introduction**

The purpose of this charter is to establish and define the responsibilities, authority, and structure of the Sherwood Forest Homeowners Association (SFHOA) Landscape and Facilities Committee (LFC). This committee was formed to address specific tasks and initiatives within the community, fostering collaboration among homeowners and ensuring the effective management of shared resources.

### **II. Committee Name**

The committee shall be known as the Sherwood Forest Homeowners Association Landscape and Facilities Committee, hereinafter referred to as the "LFC"

### **III. Purpose**

The LFC is established as a standing committee of the SFHOA Board of Directors (BOD) with the primary purpose of overseeing and managing the common areas and community facilities within the SF Neighborhood. The committee shall strive to enhance the aesthetic appeal, functionality, and value of the community's physical environment.

### **IV. Scope of Responsibilities**

The Landscape and Facilities Committee shall have the following responsibilities:

- a. Develop plans, including but not limited to maintenance, enhancements, and improvements of common areas and facilities, parks, and green spaces within the community in line with the Reserve Study.
- b. Develop an annual line-item budget based on plans to be presented to the HOA Board of Directors at the September board meeting each year. This includes soliciting for and reviewing proposals for landscape and facility-related expenditures, including budgetary allocations, and providing recommendations to the HOA Board of Directors. No members of this committee may obligate funds or enter into any written or verbal agreement with any vendor.
- c. Revise and implement plans based on budget approved by the HOA in concert with approved plans and the Reserve Study. Budgeted funds may only be used for the designated purpose/plan presented and approved by the BOD.
- d. Maintain and update the Reserve Study to include regularly inspecting and assessing the condition of community facilities, such as playground, pool, tennis courts, pond area, and clubhouse.
- e. Collaborate with vendors, contractors, and service providers to ensure timely and quality execution of landscaping and facility-related projects.
- f. Address homeowner concerns and inquiries related to common areas, and facilities in a prompt and courteous manner.
- g. Foster community engagement and participation in beautification initiatives, sustainability efforts, and recreational activities related to landscaping and facilities.



**V. Committee Composition:** The LFC shall consist of (3) three to (5) five homeowners who are interested in landscaping, and community development. The committee members shall be appointed by the HOA Board of Directors.

**VI. Meeting Frequency and Quorum:** The LFC shall meet regularly, at least once per quarter, or more frequently as necessary to fulfill its duties and objectives. A quorum shall be established when a majority of committee members are present at a meeting. Meetings may be conducted in person, virtually, or through other means deemed appropriate by the committee.

**VII. Reporting Structure:** The LFC Chairperson, who is a standing BOD member, is appointed by the BOD and shall report directly to the HOA Board of Directors. The Chairperson shall provide regular updates, reports, and recommendations to the board on landscaping projects, facility maintenance, budgetary matters, and other relevant issues. The committee chairperson or designated representative shall attend the monthly HOA board meetings (open session only) to present committee updates and respond to inquiries from the board members.

**VIII. Code of Conduct and Confidentiality:** Committee members shall adhere to the highest standards of professionalism, integrity, and ethical conduct in the performance of their duties. Members shall respect the confidentiality of sensitive information discussed during committee meetings and exercise discretion when communicating with homeowners, vendors, and other stakeholders. The BOD may remove any committee member for violating any section of this charter by a simple majority vote of the BOD.

**IX. Amendment and Review:** The LFC charter shall be reviewed annually by the LFC in consultation with the HOA Board of Directors. Amendments to the charter may be proposed by the committee or the board and shall require approval by a majority vote of the board.

**X. Adoption and Acknowledgment:** This Landscape and Facilities Committee charter shall be adopted upon approval by the HOA Board of Directors and distributed to all committee members for their acknowledgment and adherence.

**Chairpersons:** Kelly Norton and Don Tipton

**Members:** TBD

**Approved by the HOA Board of Directors on February 26, 2024**