

# HORIZONS-MARINA DISTRICT OWNERS ASSOCIATION

## LANDSCAPE COMMITTEE CHARTER

- Purpose:** At the direction of the Board of Directors, the Committee shall review the existing contractor's performance and make recommendations to the Board regarding service level improvements and their associated costs.
- Responsibility:**
1. To make written recommendations to the Board.
  2. To assist in implementing approved landscape design.
  3. To improve and maintain the integrity of the landscape in our community.
  4. To evaluate landscape contractor performance and verify completion of work orders through evaluation of reports and area walkthroughs.
  5. To address any changes from the present landscape design.
  6. To address maintenance of all areas that impacts the Association's landscaping goals.
- Scope:** The scope of the Committee's influence will be: The landscape standards, the landscape contract, and the landscape contractor.
- Membership:** The Committee will consist of three to five members. One member shall be appointed Chairperson by the Board and there shall be a liaison from the Board of Directors appointed by the Board. The members of this Committee shall be appointed and removed by the Board at any time, with or without cause.
- Meetings:** The Committee will meet on a monthly basis. At least one member shall attend Board meetings to provide written update using the Committee reporting form.
- Reporting Requirements:** The Committee will prepare a written minutes and monthly written reports on its on-going and completed activities to Management at least five (10) days prior to a Board meeting.
- Newsletter:** The Committee shall provide regular updates to the newsletter chair as requested by the Board of Directors.
- Reports To:** The Board of Directors.
- Term:** One year.
- Budget & Expenses:** The Committee does have an assigned annual budget which the Committee may not exceed.
- Authority:** The Chairperson shall have authority to request proposals and information from the contractor. The Committee shall have the authority to make any changes consistent with a board approved design, including removal and replacement of plants and trees (over five feet tall) not to exceed the annual budget.

Approved 3-29-16