

Seascape Village Owners Association

Landscape Committee

CHARTER

Adopted October 16, 2019

MISSION STATEMENT

The Landscape Committee shall oversee the preservation, maintenance and improvements of the "Common Area" property of Seascape Village Owners Association (HOA).

RESPONSIBILITIES:

1. Prepare annual budget recommendations for each upcoming fiscal/calendar year for Board review and approval. Any and all expenditures by the Landscape Committee above the amount allowed in item #3 below shall require prior Board approval.
2. Prepare specifications for proposals at the Board's request for the Landscape Maintenance Contract for Board approval.
3. The Committee has the authority to spend up to \$500 per month for plant replacement. New installation of any plant material shall require Board approval.
4. Provide recommendations on landscaping policies and procedures applicable to the Common Area property for Board approval as required.
5. Review written requests from Homeowners (as well as committee members) for variances from the landscape plan and make recommendations to the Board for disposition of each request.
6. Meet and inspect the Common Area property via a "walk-through" inspection on a monthly basis. Review landscaping problems and homeowners' requests. The "walk-through" shall be limited to designated personnel.
7. Upon Board approval, plan and implement planting renewal, replacements, and improvements, which are consistent with existing budgetary and environmental limitations.
8. Maintain written minutes of all meetings and report meeting activities at monthly Board Meetings and provide a summary report.
9. The Landscape Committee Chairperson will provide the recommendations of the Committee to the Liaison serving on the Board. The Committee's primary role is to provide information and options to enable the Board to make fully informed decisions for the Seascape Village Owners Association (HOA). The Committee does not establish policies.

10. The Committee may delegate its responsibilities with Board approval to subcommittees, working groups or individuals, as it deems appropriate or desirable, provided that the Committee Chair remains accountable for all such matters delegated. Any such subcommittees, working groups and individuals will assist the Chair by distilling key information on landscape issues and by providing recommendations for action to the Chair, and may take such actions as specifically described by the Chair in the documentation of such delegation. Any such subcommittee members shall be officially recognized and appointed by the Board.
11. The Committee shall conduct an annual self-assessment of the effectiveness of the Committee. The assessment shall cover, at a minimum, Committee membership, process, information flow and responsibilities. Any changes or recommendations are to be submitted to the Board for consideration.
12. Any Landscape Sub-Committee is advisory to the Landscape Committee Chair and has no authority to direct the activities of Contract Landscape staff. Sub-Committees are not required to maintain minutes of their meetings but are not precluded from doing so. Direction of contract landscape staff shall only come from an Elected Seascape Village Owners Association Board member or the appointed Landscape Committee Chairperson.
13. Landscape Committee members shall be appointed by the Board of Directors and must be members of the Association.