

**GARDEN PARK VILLAGE ASSOCIATION  
GARDEN PARK CONDOMINIUM OWNERS' ASSOCIATION**

**Landscape Committee Charter**

**Statement of Intent and Objectives**

This joint committee is established to interface with the Board of Directors and the Association Management team, as long as both Association's utilize the same service provider, for the purpose of providing organized volunteer efforts on behalf of the association for these specific purposes:

- 1) Each Committee Member to be tasked with an area of responsibility as it relates to observing routine landscape practices and conditions.
- 2) The Committee shall prepare meeting minutes to report to the Board of Directors.
- 3) The Committee will review any landscape complaints or concerns, or individual requests for landscape additions or changes. The committee shall make a recommendation to the Board of Directors to resolve any concerns, or to approve or deny the request and document the recommendation in the meeting minutes.
- 4) Complete special assignments as requested by the Board. Special assignments may include research, recommendations, meetings, or written scope of work for specific improvements to common area landscape or aid in choosing contractors.

**Membership**

The Committee shall consist of at least three, but not more than seven persons. Membership on the Committee shall be limited to Owners who are in good standing with the Association and shall consist of at least one condominium representative. In the event no volunteer from the Condominium Association comes forward, the committee shall proceed including the condominium in their inspections with the vendor. A tenant of a unit, whose owner is in good standing, may also serve on the Committee. Committee members are appointed by the Board of Directors for a one year term at a regular Board meeting. Committee members may be replaced at the discretion of the Board. Chairmanship of the Committee shall be elected by majority vote within the Committee and approved by the Board of Directors.

**Committee Authorization and Responsibility**

The Committee is authorized to provide organized volunteer efforts only in the assigned areas and any other matters that are specifically assigned and requested by the Board of Directors. The Committee is to communicate the results of such efforts to the Association Management team and to the Board of Directors.

**Restricted Functions**

The Committee does not have the authority to give directions and/or instructions to contractors, management or employees and will not communicate or represent the Association's or Committee's business or political interests or positions to other persons or seek bids for services or any other matters without the explicit request of the Board of Directors to do so.

**Meeting Schedules**

The Chairperson shall call meetings only as necessary (usually monthly) during the landscape season to fulfill the requirements of the functions and assignments as requested by the Board. Committee members who miss three consecutive meetings will have their status as to qualifications to remain on the Committee reviewed by the remaining members of the Committee. Recommendations as to status of a Committee member must be made to the Board of Directors for approval.

This Landscape Committee Charter was adopted and approved by the Garden Park Village Association and Garden Park Condominium Owners' Association Board of Directors on this \_\_\_\_ day of \_\_\_\_\_, 2013

GARDEN PARK VILLAGE ASSOCIATION

By: \_\_\_\_\_  
Ty McCutcheon, President

By: \_\_\_\_\_  
Chris Gamvroulas, Secretary

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