

PELICAN STRAND HOA BOARD OF DIRECTORS



Landscape Committee Charter

1. Purpose:

The purpose of the Landscape Committee is to provide the residents of Pelican Strand with an attractive and well maintained environment. The committee does not have the authority to commit funds or make contractual obligations. The committee has no established budget; however, if funds are required they must be approved in advance by the BOD.

2. Type of Committee:

This will be a Standing Committee serving the Board of Directors on a continuing basis, meeting as required by the level of activity and/or as often as deemed necessary by the Board of Directors.

3. Membership:

The committee should consist of no less than three and no more than five members. Any homeowner in good standing may serve as a committee member; good standing is defined as having no assessed fines, no violations, no delinquencies, and no felonies. Members shall elect a Committee Chairperson, Vice Chairperson and a Secretary, dependent on the committee's size, with the minimum being a Chairperson and Secretary. The Committee Charter and Chairperson's contact information will appear on the Pelican Strand website (www.pelican-strand.org), or may be obtained by contacting a member of the Board of Directors. The Committee Chairperson will be responsible to report to the Board of Directors in a timely manner determined by the scope and level of committee activity. All members will serve at the discretion of the Board of Directors.

4. Schedule:

Meetings shall be scheduled as often as deemed necessary by the level of activity and/or by the directive of the Board of Directors. Scheduling will be the responsibility of the committee chairperson. Notification of the date, time and meeting location shall be sent to all committee members and Directors, preferable by email.

5. Responsibilities:

- A. Meeting minutes must be recorded and sent to all Directors and the Association Manager.
- B. The Chairperson or his/her designee, will be responsible to present a committee report of any meeting activity at the next regularly scheduled BOD meeting.
- C. Ensure that yard maintenance provided by vendor(s) is consistent and of good quality, and compliant with contractual specifications.
- D. Ensure the appearance of all resident lots is compliant with ACC Guidelines.
- E. Maintain open communications with Vendors, Residents, Board of Directors and Association Management.
- F. Provide residents an opportunity to express concerns, share ideas and offer suggestions for improving the overall appearance of the community.
- G. Periodically arrange vendor presentations for residents.
- H. When requested, submit to the BOD and Association Management a minimum of three vendor proposals for the performance of landscape maintenance pursuant to specifications drafted and approved by the BOD.
- I. Comply with any directives deemed necessary by the BOD.

All committees are expected to adhere to the Declaration of Covenants and Restrictions and By-Laws of the Pelican Strand Community.

Above subject to changes with approval of the Board of Directors.

***Approved by Board of Directors - May 25, 2016.
Revised and approved by Board of Directors - July 14, 2016***