

MARSH HARBOR AT TOLER'S COVE

LANDSCAPE COMMITTEE CHARTER

Adopted: January 2018

Purpose

To assist and advise the Marsh Harbor at Toler's Cove Board of Directors in order to improve the aesthetics of our community's landscaping

Responsibilities:

- 1 Adhere to the rules and regulations set forth in the governing documents (master deed and ARC guidelines).
- 2 Inspect the grounds at least quarterly or as established by the Committee and the Board of Directors and make recommendations to the Board for suggested alterations or improvements to the common grounds.
- 3 Evaluate landscape contractor performance compared to the current budget and present needs of the community.
- 4 Obtain multiple quotes on large projects when applicable.
- 5 Assist the Board in developing and prioritizing goals, projects and tasks at the start of each fiscal year and as needed.
- 6 Research and provide recommendations to the Board of Directors on projects approved by the Board.
- 7 Implement plans approved by the Board.
- 8 Respond to all requests in a timely manner.
- 9 Treat all requests without bias or prejudice.

Authority:

- 1 The Committee Chair shall have authority to request proposals and information from the property manager.
- 2 The committee and committee Chair shall not request proposals or quotes directly from any vendors without the Boards prior approval.

Organization:

- 1 Following each annual board election, the Board of Directors shall:
 - a) Appoint the committee Chair
 - b) Solicit committee member appointment recommendations from the Chair
 - c) Appoint committee members
- 2 The committee may be disbanded at any time deemed appropriate by the Board.
- 3 Committee members can be removed at any time by a majority vote of the Board.
- 4 Committee members serve in a volunteer capacity and receive no compensation.
- 5 Committee members shall be residents or homeowners in good standing with the

Association.

- 6 The Board may select a Board member to serve as the Board liaison to the committee. No more than two Board members will serve on the committee.
- 7 A majority (51%) of the Board shall have the authority to appoint a new committee member to fulfill an unexpired term.
- 8 The committee shall consist of a minimum of two (2) and a maximum of seven (7) members.
- 9 The committee is required to meet at least quarterly and keep minutes. The minutes shall be provided electronically to the Board a minimum of five days prior to each subsequent regular monthly Board meeting.
- 10 The committee is required to prepare written reports. The reports shall be provided electronically to the Board a minimum of five days prior to each subsequent regular monthly Board meeting.

Goals:

- 1 Improve the aesthetic quality of our landscaping
- 2 Improve communication with the community in regards to landscaping projects
- 3 Improve accountability (property manager, vendors, renters and homeowners)
- 4 Recommend standards for association-wide landscaping
- 5 Recommend standards for homeowner-allowed landscaping