

Landscape Committee Charter

Formation

Pursuant to Article III of the Sunflower Community Association, Inc. bylaws, the Board of Directors (Board) is empowered to establish committees as deemed appropriate in carrying out the purpose of the Association. Accordingly, execution herein authorizes the establishment and continuation of the Landscape Committee.

Chain of Command

All Committee members shall serve at the will of the Board. The Board has the right and authority to disband and discontinue any committee or sub-committee, as well as appoint or dismiss any committee member or sub-committee member with or without cause.

Purpose/Mission

This Committee is established by the Board to advise the Board through the assigned Board Liaison. The scope of the Committee's authority is stated in this charter. The Committee will provide advice on the common area landscaping and irrigation system. The Committee shall conduct such research and provide any analysis the Board or Board Designee requests and shall alert the Board regarding other matters of which the Committee believes the Board should be aware.

Areas of Responsibility

Develop and maintain a landscaping plan for all common areas within the Sunflower Community consistent with the Strategic Planning community survey.

Meet monthly with the Landscaping contractor along with the Community Manager to review projects and determine landscaping priorities for the upcoming months.

Develop the Landscaping services contract Request for Proposal, review respondents and provide recommendations to the Board.

Limitations

The Landscape Committee cannot enter into contracts or agreements.

The Landscape Committee cannot approve projects or proposals

The Landscape Committee does not have the authority to spend Association funds.

The scope of the Landscape Committee deals only with the Association's Common Area Landscaping.

Committee Membership

Membership shall include homeowners of Sunflower Community Association, Inc. whose membership is in good standing with the association and include those members deemed appropriate by the Board. Members of the Committee will be appointed by the Board. The Chairperson will be nominated by the Committee and approved by the Board. The Committee shall have a minimum of three (3) and a maximum of nine (9) members.

Terms of Service

Candidates for membership will submit an application to be reviewed by the Board. All terms for members will be two (2) years. The Board may allow members to serve up to two (2) successive additional terms.

Meetings

The Landscape Committee meetings are open to the members of the Association. There will be given at least two (2) business days notice as to the time and place of the meetings. Committee meetings and minutes shall be in accordance with the Sunflower Community Association, Inc. General Committee policy. A quorum of any meeting will consist of a majority of its voting members. Committee members may participate by teleconference.

Agenda, Minutes, and Reports

The Committee Chairperson shall be responsible for establishing the agendas for the meetings.

An agenda, together with relevant materials shall be sent to Committee members at least two (2) business days in advance.

Minutes for all meetings shall be drafted by a Committee member, reviewed by the Committee Chairperson and approved by the Committee members at the following meeting.