



# Landscape and Snow Removal Committee Charter

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## **Purpose**

The Landscape and Snow Removal Committee is established to support the Board of Trustees ("Board") in maintaining, improving, and preserving the community's outdoor common areas, landscaping, and natural features. The committee provides recommendations and oversight to ensure that landscaping and snow removal enhances property values, promotes community pride, and creates a safe, attractive, and sustainable environment for all residents.

## **Objectives**

- Monitor the condition of lawns, trees, shrubs, flowerbeds, irrigation systems, basins and other landscaping features.
- Review landscaping contracts and provide recommendations to the Board.
- Assist in developing landscaping guidelines and standards for the community.
- Recommend seasonal enhancements, plantings, and improvements.
- Promote sustainable landscaping practices (e.g., water conservation, native plantings, pollinator-friendly initiatives).
- Serve as a communication link between residents and the Board regarding landscaping concerns.

## **Membership**

- The committee shall consist of at least (5) members appointed by the Board of Trustees.
- Members must be in good standing with the association.
- The Board may designate a Board Liaison to facilitate communication between the committee and the Board.

## **Roles & Responsibilities**

- Chairperson(s) – Coordinates meetings, prepares agenda, and communicates with the Board.
- Secretary – Records minutes and maintains committee records.

- Committee Members – Conduct property walks, participate in vendor reviews, and assist in recommending projects and improvements.

## Meetings

- The Committee shall meet monthly or as needed depending on landscaping and snow removal cycles.
- Meetings should follow Roberts Rules of Order or another agreed-upon procedure.
- Meeting minutes must be submitted to the Board within seven (7) days of each meeting.

## Decision-Making

- The committee is advisory in nature and does not have authority to make financial or contractual decisions.
- All recommendations must be submitted to the Board of Trustees for approval.

## Term of Service

- Members shall serve a term of at least one year, renewable upon approval by the Board.
- Members may be removed by the Board if they do not actively participate or fail to adhere to Committee and community standards.

## Accountability

- The committee is accountable to the Board of Trustees.
- Expenditures, vendor instructions, or contracts must receive prior Board approval.

## Charter Review

This charter shall be reviewed annually by the Landscape and Snow Removal Committee and the Board of Trustees and revised as necessary.

## Adopted by the Board of Trustees

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President	Date
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Secretary	Date
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