

Landscaping committee Charter

Mission.

Provide recommendations to the BOD on the maintenance of and improvements to the landscaping in Kincaid Forest.

Functions.

1. At the end of each ground maintenance season provide an evaluation of the ground maintenance contractor's performance to the BOD.
2. Evaluate the current landscaping conditions and make appropriate recommendations to the BOD for their review, comment and approval.
 - A. Identify any deficiencies in the current ground maintenance and document corrective actions required.
 - B. Identify any deficiencies in the current landscaping and document corrective actions required.
3. Develop detailed Statements of Work (SOW) to correct current identified deficiencies and provide them to the BOD for their review, comment and approval.
4. Research each spring what is required to properly maintain and enhance the landscaping in Kincaid Forest.

Identify what type of fertilizer is required and when, what type weed killer is required and when, etc, etc,
5. Develop detailed grounds maintenance and enhancement SOW, based on your research, and submit it to the BOD each July for their review, comment and approval.
6. Recommend to the Board prospective vendors qualified to perform the required work.
7. Provide support and assistance to the BOD as required.

Membership

1. The BOD will appoint all members of the committee.
2. Members of the committee must be members of the association.

Election of Officers

1. The committee will, at its first regular meeting following its creation, elect a chairperson and a vice chairperson from among its members to one year terms. The terms will coincide with the BOD terms. The BOD may remove a chairperson with or without cause. The committee may vote to remove its chairperson upon show of good cause. Chairperson vacancies created by either of the above methods or by death, insanity or resignation shall be filled by the vice-chairperson. At the next regularly scheduled committee meeting, the members shall elect a chairperson to serve the unexpired balance of the term.
2. The chairperson will designate a secretary from among the members of the committee. The secretary shall be responsible for keeping the committee membership roster, recording minutes of all committee meetings and in general maintaining written documentation on committee decisions and activities. Further, the secretary shall keep a record of funds expended under the committee's allocation, if any, from the BOD.
3. A member of the BOD may not be elected chairperson

Committee processes and procedures.

1. Committee chairpersons shall schedule monthly meeting on a regular date and insofar as possible, in a regular place to minimize scheduling conflicts. Further, at least five days in advance of a regular meeting, a notice shall be posted on the web site stating time, place, and items on the agenda. Meetings shall be open to all residents and they may raise issues or contribute to the discussions when recognized by the chairperson.
2. There are no quorum requirements.
3. All recommendations forwarded by the committee must reflect the majority opinion of those in attendance. Minority opinions may also be forwarded.
4. The committee will incorporate all BOD comments or provide rational as to why they should not be incorporated.
5. Committee minutes will be forwarded to the chairperson of the BOD and the HOA management agent no later than 14 days after each committee meeting.