

Leisure Town Home Association

Landscape Committee

The purpose of this charter is to define the mission, authority, responsibilities, and membership for the Leisure Town Home Association "LTHA" Finance Committee. The charter also conveys commitment from and implied support by members of the LTHA, the association's Board of Directors, as well as the property managers.

Purpose

The LTHA Landscape Committee will perform the following tasks in support of both LTHA Management and the Board of Directors. At the start of this new committee, we are looking for the following. Helping the Management and Board when requested. This may include evaluating new landscape projects and making suggestions to include reserve study items, going out to landscape job sites to look at the contractors work and reporting back to the board or management, helping prepare landscape contracts and possible other tasks as they are identified.

Scope of Authority

The charter for this committee is the following and is a set of guidelines that can be changed and refined by the committee with Board approval and by the Board majority when the Board feels it is necessary. Ultimate authority for this committee lies with LTHA's current board of directors. The committee has no expressed or implied power or authority.

Membership & Meetings

The committee will work closely with the committee liaison as well as LTHA Management and the full Board of Directors. The charter also conveys commitment from and implied support by members of the LTHA, the association's board of directors, as well as the property managers. The Board of Directors will choose the committee chair and co-chair. This committee will consist of 3 to 7 LTHA members as approved by the Board of Directors.

This committee will meet a minimum of 1 time each month. Each member will serve a term of one year. Each committee member must go through the application process for renewal of the committee appointment. The board may fill vacancies on the committee and may remove a member from the committee at any time without cause. A majority of the Landscape committee members shall constitute a quorum.

Roles & Responsibilities

The committee chair will keep a copy of the committee meeting minutes and forward a copy to the Manager. The committee chair may invite any director, officer, staff member, expert or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

Revision

This charter may be reviewed, communicated, and revised as deemed necessary by the board.

This charter was written by Kenneth Stockton and approved by the Board on [date]. This charter was last updated on [date].

President's Signature

Date