

Brittany Lakes Homeowners Association Landscape Committee Charter

Purpose

The Landscape Committee will assist the Board with developing an annual landscaping plan and budget for the common areas of Brittany Lakes. The Committee will also periodically communicate the status of the common area landscapes and suggest areas that need improvement or imminent attention.

Committee Membership

Committee members must be residents of the Association. The Committee is anticipated to have 4 to 6 members, but the roster will be determined by the Committee Chair. The Committee will have a Board member liaison (which may also be a Committee member) who will represent the Committee at Board discussions and meetings.

The time commitment for the Committee will vary. The average time commitment is anticipated to be between 4 to 8 hours per month.

Committee Activities

The Committee members will:

- Develop an annual and multiyear plan for the landscaping throughout the common areas of the community (e.g., layouts, plans, schedules, bushes, trees, etc.)
- Define potential scopes of work for new landscape installations and / or necessary repairs / fixes to existing installations.
- Identify qualified contractors, consultants, and resources who can execute the proposed projects.

- Assist, as appropriate in:
 - Following / reviewing the contractors working in the community to ensure project quality control.
 - Providing work updates, and contractors' and consultants' performance appraisals, to the Board of Directors.

- Develop:
 - Monthly reports of activities / work for the Board liaison.
 - End of year report of activities / work performed in the common areas.
 - Future potential projects, including scope of work, schedule, and budgetary cost.

Meetings

The Committee will hold meetings at a necessary frequency to accomplish its' work. Meetings may be held in person, online, or via conference calls.

A quorum, for voting purposes, shall consist of a majority of the Committee membership. Votes of the Committee are non-binding.

Authority

Recommendations of the Committee must be approved by a majority vote of a quorum of the Board of Directors.

Charter Amendments

This charter may be amended or terminated by a majority vote of the Board of Directors.

Committee Termination

This committee serves at the discretion of the Board of Directors. The Board has the right at any time, for any reason, to terminate the charter and therefore, this Committee.

Charter was approved on 11.29.2023 and attested to by: Todd Edwards

Signature Certificate

Reference number: E25SD-CLVAR-78PXH-3TTEM

Signer

Timestamp

Signature

Todd Edwards

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Sent:

29 Nov 2023 16:36:33 UTC

Viewed:

29 Nov 2023 16:45:49 UTC

Signed:

29 Nov 2023 16:54:30 UTC



Recipient Verification:

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29 Nov 2023 16:45:49 UTC

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Location: Round Rock, United States

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