

Loveland Courtyards Condominium Association

Landscape Committee Charter

Mission / Purpose:	The Landscape Committee is a standing committee chartered to advise and assist the Board in preserving and enhancing the physical environment of the community.
Responsibility:	<ul style="list-style-type: none"> • To advise and assist the Board on all matters concerning the landscaping of the common areas of the Association. • To identify landscape issues and concerns of the Association and to make written recommendations and solutions to the Board for action. • Develop and maintain an approved and unapproved list of plants. Plants must be tolerant to the local Florida climate and easy to maintain. • To assist in implementing approved landscape designs. • To evaluate landscape contractor performance and verify completion of work orders through evaluation of reports and/or area walkthroughs. • Keep in regular contact with the Manager to discuss owner issues.
Scope:	The scope of the Committee's influence will be: The landscape rules and regulations, landscape rules and regulations compliance, the landscape contract, and the landscape contractor.
Membership:	The Landscape Committee shall be composed of no less than three Loveland Courtyards residents who shall be in good standing throughout the term of office. One member shall be appointed Chairperson by the Board and will be the liaison to the Board of Directors. The members of this Committee shall be appointed and removed by the Board at any time, with or without cause. Homeowners do not have the right to appoint themselves to committees.
Meetings:	The Chairman will schedule committee meetings at least quarterly, create an agenda, and record minutes. The Chairman or designated member shall attend Board meetings to review the minutes and answer questions.
Reporting:	The Committee will prepare written meeting minutes and a report of its planned, ongoing, and completed activities to the Board at least five (5) days prior to a Board meeting.
Newsletter:	The Committee shall provide regular updates to the Association quarterly newsletter as requested by the Board of Directors.
Reports To:	The Board of Directors
Term:	Term will continue if he/she is a member of the committee and will end upon his/her resignation or removal from the committee.
Budget & Expenses:	The Committee does have an assigned annual budget which the Committee may not exceed.
Authority:	The Chairperson shall have authority to request proposals and information from contractors. The Committee shall have the authority to make any changes consistent with a board approved design, including removal and replacement of plants and trees not to exceed the annual budget.