

VILLAGES OF WESTCREEK OWNERS ("ASSOCIATION")

Administrative Resolution No.10

LANDSCAPE COMMITTEE TERMS OF REFERENCE

WHEREAS, Article IV, Section 4.01 of the BYLAWS grants the BOARD the power to designate one or more committees; and

WHEREAS, the BOARD recognizes that proper preservation and enhancement of the physical environment in the community is essential to the maintenance and enhancement of property values; and

WHEREAS, the BOARD wishes to develop a program which will assist it in enhancing the physical environment of the ASSOCIATION; and

WHEREAS, the BOARD wishes to establish a Landscaping Committee to advise and assist the BOARD in enhancing the physical environment of the community;

NOW THEREFORE, BE IT RESOLVED THAT a Landscape Committee be established, having the following terms of reference.

RESPONSIBILITY

The responsibilities of the Landscape Committee are to advise and assist the BOARD in developing and carrying out a program to preserve and enhance the common properties of the ASSOCIATION, particularly in regard to improvements to the outdoor facilities and grounds.

In fulfilling its responsibilities, the Committee shall:

1. Inspect the grounds and facilities with professional advice where appropriate, and make recommendations to the BOARD with respect to planting projects, walkway additions, additional lighting, other improvements to the existing landscaping plan, and the costs and financing alternatives associated with them.
2. Survey residents as to suggested landscape and capital improvements, conduct hearings.

MANNER OF ORGANIZATION

1. Membership - Any MEMBER may join the Committee by attending the first Committee meeting or, during the year, by attending two out of three successive Committee meetings and maintaining regular attendance thereafter. The secretary of the Committee is responsible for maintaining a roster of Committee members.

2. Term - All members shall serve one year terms.

3. Chairman - At the first regular meeting of the COMMITTEE following its creation, the President of the Board of Directors will appoint a Chairman. The Committee may then elect an alternate chairman from among its members.

4. Vacancies - The BOARD may remove a chairman with or without cause. The Committee may vote to remove its chairman upon show of good cause. Vacancies created by either of the above or by death or by resignation of the chairman, shall be filled by the alternate chairman, and the Committee will elect a new alternate.

5. Secretary-Treasurer. The chairman will designate a secretary-treasurer from among the members of the Committee. The secretary-treasurer 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-treasurer shall keep a record of funds expended under the Committee's allocation from the BOARD.

6. Subcommittees. From time to time the Committee may create from among its membership such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the Committee. The Committee chairman may form a subcommittee by appointing volunteers from the standing committee. The subcommittee will elect its own chairman. If the subcommittee chairman is absent from two successive meetings, the subcommittee may elect a new chairman and promptly notify the standing Committee chairman of the change.

MANNER OF OPERATION

1. Functions of the standing Committee include the following:
 - (a) electing the chairman and alternate chairman;
 - (b) assessing conditions and needs in the area of its responsibility;
 - (c) adopting goals and objectives and establishing priorities for Committee and subcommittee activities;
 - (d) proposing guidelines to the BOARD relative to its area of responsibility
 - (e) reviewing Committee terms of reference;
 - (f) developing annual Committee budget requests;
 - (g) taking such actions as directed by the BOARD.

2. Functions of the chairman include the following:
 - (a) coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met;
 - (b) preparing Committee reports for submission to the BOARD;
 - (c) reviewing the budget with Committee secretary-treasurer to assure that funds are spent as allocated and to determine adjustments;
 - (d) establishing such subcommittees necessary, determining their purpose and appointing members
 - (e) reviewing and evaluating subcommittee activities to determine if need exists for their services.

3. Meeting
 - (a) Regular meetings of the full standing Committee shall be held at least once each quarter or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full Committee meeting is to hear and review the Committee's budget and policy recommendations and to integrate them into one Committee proposal to be submitted through the Chairman to the Finance Committee;
 - (b) Subcommittees will meet at least monthly for as long as it takes them to complete their task.

4. Reporting and Channels of Communication.
 - (a) Each committee shall, through its chairman, submit to the BOARD, written reports on a regular basis. Such reports shall include at least the following:
 - (1) summary of activities during past period;
 - (2) problems encountered and assistance requested;
 - (3) number of members at last meeting;
 - (4) plans for coming month;
 - (5) itemized listing of income and expenditures;
 - (6) recommendations and proposals with rationale.

- (b) The Committee secretary shall prepare and submit minutes of all committee meetings.
- (c) Verbal requests for information or assistance may be transmitted from the subcommittee chairman to the Committee chairman and from there to the appropriate party and back, unless other channels have been directed by the BOARD.

IN WITNESS HEREOF, THE UNDERSIGNED HAVE EXECUTED THIS CONSENT AS OF

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