

LANDSCAPE COMMITTEE CHARTER

SEAGROVE PROPERTY OWNERS ASSOCIATION, INC.

Mission Statement and Authority

1. The Committee is an advisory body to the Board, established under Section 617.0825 of the Florida Not For Profit Corporation Act. It shall have no legal authority to act for the Association. The Committee will monitor the common areas owned by the Association to help ensure that Seagrove's landscapes and irrigation systems are well-maintained and comply with the landscaping rules in the Association's governing documents and ARC Rules.

Membership

1. The Chair of the Committee will be appointed by the Board. The Board, with recommendations from the Chair, will appoint other members of the Committee (who may or may not be members of the Board but who, in any case, must be members in good standing of the Association - that is, they must be named on the deed to the property or be a named trustee if the property is held in trust, and not be 90 days or more delinquent in paying any fee, fine, or other monetary obligation to the Association), each to serve a one (1) year term. Appointment to the Committee requires a majority vote of the directors.
2. The Board may fill vacancies on the Committee by a majority vote and may remove a member from the Committee at any time, with or without cause.

Operations

1. The Committee will meet with such frequency as it may determine. The Chair will preside over Committee meetings. A majority of Committee members will constitute a quorum. Committee recommendations to be submitted to the Board will require a vote of a majority of the Committee members present at a meeting at which a quorum is present, participating in person or via telephone or teleconference.
2. The Committee will report its activities to the Board at least quarterly, either by attendance at a Board meeting or in writing submitted in advance of a meeting.
3. The President of the Board may attend all Committee meetings.
4. The Committee may invite any non-Committee member of the Association to attend meetings or meet with Committee members.
5. The Committee will review this charter at least annually and recommend any proposed changes to the Board for review. The Board may amend this charter at any time by majority vote.

Responsibilities:

1. The Committee will review and make recommendations to the Board related to landscape and irrigation matters and projects, as well as current and proposed vendors and their bids for various services.

2. The Committee will work with the Association's property management company to review and make recommendations to the Board regarding needs and projects involving the Association's landscape and irrigation conditions and vendors, including with respect to obtaining bids for and scheduling routine and special project activities.
3. The Committee will work with the Treasurer and Finance Committee to provide the best information available for budget planning purposes at least annually. Requests for next year's projects should be presented to the Board during the budget planning season (September – November) so the appropriate project funds and any approved "contingency" reserve can be placed in the budget.

Procedures:

1. Identify scope of work
2. Contact property management for names of authorized vendors for all components of the project, as larger projects may involve several vendors whose work must be sequenced and coordinated
3. Arrange site visit with potential vendors and property management, who should make every effort to be available
4. Present a conceptual plan to the Board for each project, including a drawing, to scale if possible, showing plant location and spacing between plants, as well as preliminary cost estimates obtained from vendors. If the Board approves moving the project forward, the Committee will obtain additional estimates for work on each component of the project (on a large project it is ideal to get estimates from 3 separate vendors for each component of the project). Each project prepared by the Committee shall contain:
 - a. Any adjustments to the previously presented drawing.
 - b. A table with a line item for each type of plant recommended for the project. The quantity, container size, planting height and the estimated cost of each plant shall be provided. Estimated cost of the plants can be requested from the vendors.
 - c. For each plant type recommended, the Committee will provide any relevant specifics of its characteristics, such as: plant color, flower color, mature height and width, spacing between plants, sun/shade requirements, soil type (alkaline or acidic), need for good soil drainage, salt tolerance, invasiveness, toxicity, fertilization needs, drought tolerance, wind tolerance, freeze tolerance, diseases and messiness.
 - d. The Committee will present the detailed project plan for approval to the Board. Once approved by the Board, whether with or without any specified changes or limitations, firm bids can be obtained from the vendors.
5. The Committee will proceed with the bid process and prepare a final recommendation to the Board on all components of the project for discussion and approval, including as to the firm bids received and any deposit requested by a vendor in advance of work beginning, conditions to be addressed before project begins, timing commitments and any potential time constraints, etc.
6. Upon receipt of final Board approval, property management company to contact selected vendor(s), schedule the work, and advise the Committee Chair of such schedule.
7. Committee member to oversee and advise work in progress.
8. Advise property management company on satisfactory completion to pay invoices.

General Procedures

1. The Committee will review this charter at least annually and recommend any proposed changes to the Board for review. The Board may amend this charter at any time by majority vote.
2. No Committee member is empowered to indicate or grant to any Seagrove resident a waiver from any provision of the Association's governing documents. Any such request or inquiry should be forwarded to the Board member on call or to the full Board, as appropriate.
3. The Committee shall not send out surveys or otherwise directly communicate to all residents without first receiving the Board's approval for such communication.
4. At any time that the Chair of the Committee changes, whether due to resignation, expiration of board term or any other reason, the Committee will assemble and provide to the Board a "Transition Report". The Transition Report shall contain a list of documents currently under review by the Committee, the current state of any Committee recommendations that are pending review by the Board, and any documentation or other matters related to the operations and responsibilities of the Committee as to which a new Chair should be informed, all for the goal of a smooth transition in responsibilities.
5. If at any time the provisions of this Charter conflict with the Association's governing documents or Florida law, such documents or law shall govern.