

Georgetown Village Condominium

ADMINISTRATIVE RESOLUTION NO. 95-04

LANDSCAPE COMMITTEE TERMS OF REFERENCE

WHEREAS, Article III, Section 2 of the Bylaws of the Condominium assigns to the Board of Directors the powers and duties of the Association enumerated in Section 11-109(d) of the Maryland Condominium Act; and

WHEREAS, Article III, Section 17 of the Bylaws grants the Board of Directors the authority to appoint committees as may be deemed appropriate in carrying out its purpose; and

WHEREAS, to better carry out such duties, the Board of Directors deems it necessary to establish a committee to advise and assist the Board with respect to policies and programs for protection and enhancement of the Association's common grounds.

NOW, THEREFORE, BE IT RESOLVED THAT: the following terms of reference be adopted for a Landscape Committee:

I. *Responsibilities*

The primary responsibility of the Landscape Committee is to *advise and assist* the Board of Directors in developing policy related to the management and upkeep of the Association's common grounds. In fulfilling its responsibilities, the Landscape Committee may perform, at the Board's request or direction, functions which include, but are not necessarily limited, to the following:

- A. Review draft specifications for annual grounds maintenance contract.
- B. Review proposals for annual grounds maintenance contract and recommendations for contractor selection to Board of Directors.
- C. Performance of periodic walk-throughs of common grounds throughout the property to note areas of concern which may require further review and action by the Board of Directors.
- D. Assist in formulating *draft* landscape plans, within previously determined budgetary guidelines, for approval by the Board of Directors.
- E. Performing other functions *as directed or approved by the Board*.

II. *Organization*

- A. Membership: Members of the committee may be unit owners or residents, appointed by the Board. Prospective voting members shall attend at least two consecutive meetings. Voting membership is lost after three consecutive, unexcused absences from regular meetings. Total membership shall not exceed ten (10), without approval of the Board.
- B. Chair: The Chair must be a unit owner, and shall be appointed by the President, subject to approval by the entire Board of Directors. The Chair shall serve a one year term. A person designated as Vice President must also be a unit owner.
- C. Vacancies: The Chair serves at the discretion of the President. A committee may vote to recommend to the President the removal of the Chair with or without cause. Vacancies created by removal, death, or by resignation of the Chair, shall be filled by an acting Chair selected by the committee membership until an appointment is made by the Association President.
- D. Secretary: The Chair shall designate a secretary from among the members of the committee, subject to approval of the committee. The secretary 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.
- E. Board Liaison: The President shall appoint a member of the Board to serve as a member of, and as the Board's liaison to, the committee, and to provide updates of the committee activities, if necessary, beyond the committee's monthly written report.

III. *Operation*

- A. Function of the committee shall include the following:
 - 1. assessing conditions and needs in the area of committee responsibility;
 - 2. adopting goals and objectives *for the Board's consideration*; and
 - 3. proposing, *for the Board's consideration*, any further guidelines relating to the committee's area of operation.
- B. Functions of the Chair include the following:
 - 1. coordinate and supervise the committee activities and meetings to assure that committee responsibilities are met;
 - 2. encourage and support participation by all committee members, and ensure that such persons are kept advised of committee activities;
 - 3. prepare written committee reports for submission to the community association manager, on behalf of the Board, no later than ten (10) days prior to each Board meeting;

4. familiarize the committee with its terms of reference; and
 5. attend Board meetings *in an advisory capacity* concerning committee-proposed motions.
 6. Unless, and to the extent that developments warrant, oral committee reports at monthly Board meetings are to be discouraged, in favor of submitting a monthly written report.
 7. Written committee reports shall identify all members attending the monthly meeting; the date, time, and place of the monthly meeting; a summary of the committee's discussion; and any recommendation(s) for specific Board action.
- C. Vacancies: The Chair shall serve at the discretion of the President. A committee may vote to recommend to the President the removal of the Chair with or without cause. Vacancies created by removal, death, or by resignation of the Chair, shall be filled by an acting Chair selected by the committee membership until an appointment is made by the President.
- D. Secretary: The Chair shall designate a secretary from among the members of the committee, subject to approval of the committee. The secretary 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.
- E. Board Liaison: The President shall appoint a member of the Board to serve as a member of, and as the Board's liaison to, the committee, and to provide updates of the committee activities, if necessary, beyond the committee's monthly written report.
- F. Meetings:
1. Regular meetings of the committee shall be held as often as necessary to carry out assignments and responsibilities. It is preferably, but not required, that committee meetings be held on the same date and time each month.
 2. All meetings of the committee shall be open to attendance by members of the Association; non-committee members may participate, but not vote, at committee meetings, at the discretion of the Chair.
 3. The committee is responsible for advising the site management office of the date, place, and time of each meeting at least seven (7) days in advance of each meeting.

Adopted by the Board of Directors

September 26, 1995