

Isles Of Sarasota Homeowners Association

Grounds Committee Charter

PURPOSE:

The Board of Directors (BOD) has authorized the establishment of the “**Grounds Committee**”. The purpose of this Committee is to serve at the will of the BOD on all matters pertaining to the grounds of the Isles of Sarasota Homeowners Association. This Committee is responsible for review and evaluation of all landscaping managed and maintained by the Association. It will also provide recommendations and alternatives to the Board of Directors concerning the maintenance and long range planning of the current landscaping. The committee will also provide recommendations to the Board of Directors concerning maintenance and management with respect to the common areas and entries to the community and assist the Chairperson in his/her duties in whatever capacity that might be.

COMMITTEE STRUCTURE AND TERMS:

The Grounds Committee chairperson will be appointed by the BOD. This appointment will continue as long as he/she is a member of the committee and will end upon his/her resignation or removal from the committee by the Board Of Directors. The Committee shall be comprised of 3-7 community member volunteers and is open to anyone willing to assist or has a working knowledge, background, or education in Landscape, Agronomy, Landscape design, Horticulture or Irrigation. Each member of the committee must be unencumbered by any conflict of interest and also attest that they have never been convicted, and to the best of their knowledge, are not presently under investigation for any felony. Members will be appointed by the BOD.

Appointment consideration criteria will include, but will not be limited to, relevant experience, willingness and availability to serve, ability to get along with others, fairness, firmness and ability to function within a team.

AUTHORITIES:

All committee members shall serve at the will of the BOD. The BOD has the right and authority to disband and discontinue any committee or subcommittee, as well as appoint or dismiss any committee member or subcommittee member, with or without cause.

Specific Duties:

The committee will:

- Communicate with the Property Manager and the Association's landscape contractor concerning maintenance of current landscaping.
- Make sure recommendations adhere to landscaping Standards and Contract specifications, solicitation of bids/requests for proposals for landscaping services, including changes and/or modifications to existing landscaping, and joint oversight with the Board of Directors concerning execution of approved landscape Contracts, including monthly maintenance, repair, tree trimming, and plant replacement.
- Make sure the Chairperson of the Committee or other Member of the Committee shall be available to attend each regular Board of Directors meeting to provide a landscaping report to the Association Membership and the Board of Directors upon request.
- Provide updates for the Community Association website concerning the actions of the Committee and developments in the community relating to landscaping.
- The Committee shall, when authorized by the Board, prepare and/or solicit requests for proposal/bids from the Association's landscaping contractor as deemed appropriate by the Committee, for review and final budgetary approval by the Board of Directors.

COMPLIANCE:

The Grounds Committee is not authorized to financially or legally obligate the HOA in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the BOD) unless it has been specifically approved in the Annual Plan and Budget for the Committee by the BOD.

The Committee shall meet at least once a quarter for review and discussion of assigned tasks. Monthly meetings may be called.

The BOD also has the right and authority to take action and/or make decisions with or without involving any committees and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or subcommittee recommendations, should they see the need. The BOD also has the right to amend this Charter, should it be required.

