



LANDSCAPE COMMITTEE CHARTER

PURPOSE:

The Landscape Committee (“Committee”) of the PGA WEST Fairways Association (“Association”) is sanctioned by the Board of Directors (“Board”) for the following purpose:

Assist the Board with plans to maintain and enhance the aesthetic value of the Fairways Association respecting landscape and hardscape, with a view towards sustainable short-term and long-term landscape renovation plans.

SCOPE OF DUTIES:

Review the overall appearance of all common areas and Special Benefit Areas for aesthetics respecting landscape and hardscape and present recommendations for improvement.

Review the Association’s plant palette and tree list on a regular basis and present recommendations to the Board for revisions.

Review and assist with the selection of summer and winter color, annual tree trimming schedule and other tasks as defined by the Board.

Review methods of water conservation, planting and other cost-saving measures while keeping the community appearance at a prestige level.

Review the general and overall performance of the landscape contractor(s) and make any recommendations to the Board of Directors, but not to direct, supervise or interfere with the functions or operations of the landscape company itself.

When requested by the Board, review annual landscape related contract costs and any proposed rate increases, for actual to budget comparison only, as to impact on overall budget. (To clarify: The Landscape Committee is not tasked with review of actual contracts or contract terms, unless specifically tasked by the Board. The Board will retain all decision making with respect to the annual landscape contracts.)

Chair or Representative attend the Regular Session of the Board of Directors meetings to keep both the Board and membership informed by reporting committee activity, projects, goals and future plans.

Perform any other tasks as assigned by the Board.

OBJECTIVES AND PROCEDURES:

Support the Board of Directors.

Present findings of the Committee, to the Board and Management, on an annual basis to be considered for possible budget revisions as it may relate to landscape maintenance and enhancements.

Maintain written minutes of each committee meeting, and provide a set of minutes to the Board, through Management, on a regular basis for posting and inclusion in monthly Board packets. Minutes are to be provided in Word format. Management staff may be supplied for minute-taking purposes, as determined by the Board.

Establish a standard meeting day, and meet at least bi-monthly (Example: 1st Monday of every other month at xx a.m.)

COMMITTEE SIZE:

In order to remain a functioning committee, the committee shall consist of a minimum of three (3) members and a maximum of five (5) members, with a quorum required at any meeting. Committee shall consist of a Chair and homeowner volunteers and may consist of a Board- assigned liaison(s). Note: Committee members that miss three (3) meetings in a year will be replaced.

TERM OF OFFICE:

Each member will be appointed, by the Board, to serve a one (1) year term. *(Note: Members may be removed, at any time, by vote of the Board. All members serve at the pleasure of the Board and the Committee itself can be disbanded by a vote of the Board.)*

REPORTING STRUCTURE:

Reports directly to the Board through the Board liaison, with the assistance of the management company representative as needed or requested.

Must maintain written minutes of each committee meeting, and provide a set of minutes to the Board, through management, on a regular basis for posting and inclusion in monthly Board packets. Minutes are to be provided to management and submitted no later than 10 days before the scheduled Board meeting, for inclusion in the Board packet.

All recommendations are to be made to the Board in writing, and include history, justification or identification of need, and cost projection (if any).

Committee Chair, or designate is to be prepared to give a verbal report to the Board and membership, at each monthly Board meeting, and each Annual Meeting as may be requested by the Board.

BUDGET ALLOCATION:

The Board may allocate an amount to be spent on common area landscape.

ADDITIONAL PARAMETERS:

Committee Members shall sign the Committee Member Commitment to Excellent & Code of Conduct established by the Board in order to serve on a Fairways Committee.

Must comply with all legal documents and Civil Code requirements.

Items discussed in Committee meetings are to remain confidential unless and until approved by the Board of Directors. All committee members should refrain from any situations that would or could be deemed as a conflict of interest.

Members of the committee shall not enter into a conflict of interest with any contractor or vendor, or use services at free or reduced rates as a result of Committee status.

The members of each Committee shall be members of the PGA WEST Fairways Association in “good standing” throughout their term of office.

It is not the purpose or function of the committee chairperson or committee members to assign or direct management staff in performance of specific operational duties, nor to interfere or direct performance of any association vendor or contractor.