

Regency Communities Community Landscape Committee Charter

I. Purpose The primary functions of the Landscape Committee are to advise and assist the board with making suggestions and recommendations to the Board of Directors in regards to maintaining and enhancing the appeal of the common areas owned by the Homeowners Association. Additionally, they may provide resources for the homeowners to be published at the Board's discretion in the newsletter or on the association's website (such as educational articles, landscaping tips and hints, native plant lists, etc.)

II. Organization The Committee shall be comprised of three to seven members, each of whom shall be residents of Regency Communities. Each member must be appointed by the Board.

III. Term of Office Committee Members shall serve for one year subject to renewal by mutual agreement of the member and the Board. Each term begins on the date of the association's annual meeting.

IV. Meetings The Committee shall meet on a quarterly basis at minimum, or more frequently as circumstances require.

V. Responsibilities and Duties To fulfill its responsibilities and duties, the Committee shall adhere to the following:

The Board liaison's duties shall be to:

- Provide instruction to committee members to ensure they are not unknowingly working on a project without proper HOA authorization.
- Approve proposed expenditures, ensuring they are appropriate and are in keeping with the budget.

The members' duties shall be to:

- Elect a chairperson who will communicate with the Board liaison to apprise him or her of all committee meetings, suggestions, feedback, questions, or requests.
- Ensure committee activities, actions, recommendations, and expenditures have the best interests of all residents in mind.
- Provide the Board with a written report of recent and upcoming committee events, discussions, activities, etc. one week before each Board meeting.
- Provide updates, photos, and pertinent documents for display on the association website.

The chairperson and the member shall NOT have the right to:

- Require meetings, extra work, or extra time from the landscaping contractor or staff without Board approval.
- Enter into contracts which bind the association.
- Encourage contracts which would cause a conflict of interest (i.e. recommending companies owned by friends and family members of committee members).
- Receive compensation, services, reduced pricing, or any other benefit from the association's vendors or vendors chosen to be recommended to other homeowners.
- Be reimbursed for any committee expenditures that:
 - were not first approved by the Board of Directors.
 - do not conform to this Committee Charter.
 - do not conform to the association budget.
 - were not submitted using the approved Committee Expenditure Reimbursement Form.
 - did not include appropriate back up information (i.e. receipts, invoices, etc.).