

WILSON'S GROVE HOMEOWNERS ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. # 22-217B

Landscaping and Grounds Committee Charter

WHEREAS, Article 7, Section 7.1(c) of the Bylaws of the Wilson's Grove Homeowners Association, Inc. (the "Association") authorizes the Board of Directors (the "Board") to exercise for the association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of the Bylaws, the Articles of Incorporation, or the Declaration of Covenants, Conditions and Restrictions (the "Declaration") (collectively, the "Governing Documents"); and,

WHEREAS, Article 7, Section 7.2(g) of the Bylaws requires the Board to cause the Common Area and any facilities situated thereon to be maintained and to maintain any other property which is the responsibility of the Association pursuant to the Declaration or the direction of any governmental agency or agreement or which is appurtenant to or serves and benefits and portion of the property within the Association; and,

WHEREAS, Article 10 of the Bylaws authorizes the Board to appoint committees to further perform the duties of the Board and carry out its purposes; and,

WHEREAS, Article 7, Section 7.3 of the Declaration prohibits certain other elements from being planted, present, or maintained on the exterior or any other portion of property within the Association which would be inharmonious with the aesthetics of the community, unless approved by the Board or the committee appointed for such purposes; and,

WHEREAS, Article 9, Section 9.2 of the Declaration requires that the Board maintain, repair and replace the Common Area, Community Facilities, and any elements thereof and keep the same in good order at all times; and,

WHEREAS, Article 9, Section 9.3 of the Declaration provides the Board the authority to assume maintenance responsibilities for any property within the Association; and,

WHEREAS, Article 9, Section 9.4 of the Declaration provides the Board the authority to provide additional services and/or assume additional maintenance responsibilities with respect to all or any portion of the property within the Association; and,

WHEREAS, the Board deems that it is in the best interest of the Association that a charter be established to provide guidance on the responsibilities and management of

the Landscaping and Grounds Committee, which shall assist and advise the Board and the Association's Management Agent (the "Management Agent") in serving the Association's landscaping and grounds maintenance duties.

NOW, THEREFORE, BE IT RESOLVED THAT a standing Landscaping and Grounds Committee ("Committee") shall be established and shall operate according to the following guidelines:

**ARTICLE I
PURPOSE**

The Committee advises and assists the Board by promoting, preserving, and enhancing the aesthetic appeal of common areas owned and maintained by the Association, and encouraging the appropriate level of maintenance of the Association's common area assets. The Board has adopted this Charter for the purpose of directing the Committee in the conduct of its responsibilities.

**ARTICLE II
GENERAL**

The Committee shall conduct its affairs in strict accordance with the Maryland Homeowners Association Act, the Governing Documents, and this Charter; and in the interest of the Association. As such, the Committee is charged with maintaining a constant awareness of the legal obligations, risks, and responsibilities of the Association.

The Committee serves at the pleasure and direction of the Board. The Board remains the ultimate authority on landscaping and grounds decisions

**ARTICLE III
ADMINISTRATION**

The Committee shall be comprised of three (3) or more members of the Association appointed by the Board in its sole discretion in accordance with this Charter. Committee members are appointed to serve staggered three (3) year terms as determined by the Board. Only members whom are in good standing with respect to the Governing Documents may be appointed to the Committee. The Board may remove any member of the Committee with or without cause; No hearing will be required for the removal of any Committee member. Appointments to fill vacancies in unexpired terms shall be made in the same manner as the original appointment.

At the first meeting of the Committee, the members shall elect from among themselves a Chairperson, a Vice Chairperson and a Secretary who shall perform the usual duties of their respective offices.

The Committee's Chairperson shall be responsible for coordinating and supervising the Committee activities and meetings to ensure that the Committee's responsibilities are met. The Chairperson will represent the Committee to the Board and attend at least one Board meeting quarterly and as the Board may demand.

The Committee's Secretary shall be responsible for maintaining the Committee's membership roster, assisting the Chairperson in preparing the meeting minutes and reports for the Board, and in general, maintaining written documentation of the Committee's decisions and activities.

The Committee shall publish minutes for all meetings where any Committee decisions are made. Minutes will be provided to the Management Agent for distribution to the Board and to keep on file. Minutes are available for property owners' review upon request.

Regular meetings of the Committee shall be held as necessary to carry out the Committee's responsibilities. A majority of the Committee members shall constitute a quorum of the purpose of conducting Committee business. All Committee meetings shall be open to the public. The date, time, and location of or access to meetings shall be provided to the Management Agent for publication in accordance with the Maryland Homeowners Association Act, the Governing Documents.

ARTICLE IV POWERS AND RESPONSIBILITIES

The Committee is charged with the responsibility of advising and assisting the Board in developing and implementing a program for the design, development, maintenance and general appearance of the Common Area, Community Facilities, and any elements thereof in the community. In fulfilling its responsibility, the Committee shall be delegated the responsibility for performing certain duties, which include, but are not necessarily limited to, the following:

- A. Recommend to the Board an annual budget request that provides for the expenses and costs necessary for the maintenance and repair of all landscaping and grounds responsibilities of the Association, including, without limitation, any and all contracts for the for the landscaping and grounds related vendor(s) selected by the Board, if any;

- B. Assist the Board and the Management Agent in the development of bidding specifications for landscaping and grounds related vendors;
- C. Work with the Board and the Management Agent to develop plans and timelines for landscaping and grounds related enhancements and maintenance for the community, and provide information regarding the plans and timelines to the residents of the community;
- D. Assist the Management Agent in monitoring the performance of the landscaping and grounds related vendors;
- E. Make recommendations to the Board and Management Agent for improving and/or changing plantings, enhancements, facility and landscaping features;
- F. Attend periodic meetings with the Management Agent and landscaping and grounds related vendors to assess their performance, and to discuss contracted services;
- G. Obtain and review solicited proposals and contracts offered by landscaping and/or grounds related vendors;
- H. Assist the Management Agent with landscaping and grounds inspections, including, but not limited to, trash and grounds maintenance violations. One Committee member shall otherwise be designated by the Chairperson of the Committee to perform the inspections and report the violations to management;
- I. Complete semi-annual grounds inspections of all Common Areas in the Spring and Fall seasons;
- J. Assist the Management Agent with landscaping and grounds inspections following specific events such as, without limitation, windstorms;
- K. Monitor Common Area elements and features, such as street signs and lighting, and prepare a report to notify the Board of the condition of the features;
- L. Develop and recommend to the Board policies and rules and regulations governing issues within the jurisdiction of the Committee;
- M. Adopt and publish procedures for the exercise of its duties;
- N. Maintain complete and accurate records of all actions taken; and,

- O. Perform additional duties and authority as the Board may grant or direct from time to time.

The Board has the power to determine the scope of responsibility of the Committee, and this Charter is not intended to create any restrictions or limitations on the Board's power to determine the jurisdiction of the Committee.

Notwithstanding the foregoing, the Board reserves the right to direct the Committee to discontinue any action as the Board, in its sole discretion, may determine. Moreover, the Committee is prohibited from taking any actions not delegated to it by this Charter or by a vote of the Board.

ARTICLE V MISCELLANEOUS

No Committee or Sub-Committee nor any of its members are authorized to obligate the Association in any financial or legal matter (including, but not limited to, contracting for services, borrowing money, purchasing equipment and supplies, or approving owner or third-party requests) on behalf of the Association.

The Committee member(s) shall serve without compensation.

The effective date of this Charter shall be February 17, 2022.

WILSON'S GROVE HOMEOWNERS ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. # 22-217B

Landscaping and Grounds Committee Charter

The foregoing Landscaping and Grounds Control Committee Charter was duly adopted by the Board of Directors of the Wilson's Grove Homeowners Association, Inc., at a meeting of the Board of Directors held: February 17, 2022.

Motion by: Matt Gagliardi _____ Seconded by: Joseph Zuringa _____

VOTE: YES NO ABSTAIN ABSENT

Joseph Zuringa _____
Director ✓ _____

Matt Gagliardi _____
Director ✓ _____

Linda Robertson _____
Director _____

Director _____

Director _____

ATTEST:

Linda Robertson _____
Secretary

2/17/2022 _____
Date