



## **PARKS AND LANDSCAPING COMMITTEE CHARTER**

### **PURPOSE:**

The Vistoso Community Association (VCA) Board of Directors (BOD) has authorized establishment of the “Parks and Landscaping Committee” as a sub-committee of the Architectural and Landscape Review committee (ARLC). The purpose of the Committee is to serve at the will of the BOD on all matters pertaining to the maintenance and enhancements of our common areas and reports those issues to the ARLC chair and management for review and consideration by the BOD.

### **COMMITTEE STRUCTURE AND TERMS:**

The Parks and Landscaping Committee maybe chaired by a BOD member or any member the committee chooses to place by majority vote. The Committee will be comprised of 3-5 community resident volunteers plus 1 alternate and is open to anyone willing to assist or has working knowledge, background, or education in the landscaping field. Each member of the committee must be unencumbered by any conflict of interest. Members will be appointed by the BOD through a Resolution.

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

The Chair will report findings and recommendations to the ARLC Chair and management. The committee will function wholly together, discuss, manage and vote on all requests.

### **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. The BOD may delegate any or all the authorities vested in the Board by the Governing Documents of VCA, to the Parks and Landscaping Committee, and these authorities may change at any time in accordance with the desires of the Board.

### **SPECIFIC RESPONSIBILITIES:**

The Park and Landscaping specific responsibilities include:

- The committee shall report regularly to the ARLC Chair.
- The Committee Chair, or their designate, shall make a report of the committee’s action to the ARLC at its monthly meeting.
- The committee shall not request proposals or quotes directly from vendors without Board’s approval.
- Review maintenance/upgrades/enhancements
- Inspect all (buildings and grounds) and make recommendations for improvements or changes
- Meet as needed with contractors, landscapers and management to discuss various landscape issues including completion and quality assurance.
- Complete special assignments as requested by the Board. Special assignments may include research and recommendations for specific improvements.
- Serve as the eye/ears of ALRC by reviewing the condition of landscaping, maintenance, safety



- and esthetics of all common areas and association real property.
- Provide ideas on how to improve the esthetics of all common areas.
- Organize and coordinate self-help and volunteer efforts with Communication Committee
- Participate in the development of RFP and contract specifications relating to landscaping
- Participate and provide input into preferred and desired plants in front and back yards as well as common area
- Participate in updating Design Guidelines and Builder Guidelines annually

### **COMPLIANCE:**

The Parks and Landscaping Committee is not authorized to financially or legally obligated VCA 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 or separately approved by the BOD. The committee shall meet at least once a month for review and discussion of assigned tasks.

The BOD also has the right and authority to take actions and/or make decisions with or without involving and 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 has the right to amend this Charter, should it be required.

### **APPROVED AND ACCEPTED BY:**

The Vistoso Community Board of Directors on May 27, 2021.