

CHARTER FOR GROUNDS COMMITTEE

AUTHORIZATION

The Grounds Committee is established by the Board of Directors under ARTICLE V, Section 2(g), of the By-Laws of the Heritage Harbour Community Association on February 10, 1998, and serves at the pleasure of the Board.

PURPOSE

The Board of Directors requires the support of the Grounds Committee in maintenance, upkeep, and improvement of common property.

SCOPE

Except as hereinafter restricted, the area of responsibility of the Grounds Committee is all common property including private streets and sidewalks, driveways, "eyebrows," and "pipestems." The committee's responsibility excludes the following:

- Any buildings on common property
- Golf course
- Tennis courts
- Clubhouse area parking lots
- Recreational vehicle (RV) parking lot
- Strip of land, 15 feet wide, around the RV lot.

PRIMARY FUNCTIONS

The primary functions of the committee are:

- Advise and give recommendations to the Board concerning the maintenance, modification, and replacement of property and facilities within its area of cognizance
- Participate in long range planning for maintenance of property within its scope
- Recommend and justify capital improvement projects to the Board of Directors
- Make recommendations to the General Manager regarding projects within its area of cognizance
- Review proposed solicitations and evaluate proposals as requested by the General Manager or the Board
- Evaluate contractor performance as requested by the General Manager or the Board

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- Review for the Board proposed budgets for the committee's area of cognizance
- Advise and give recommendations to the Board concerning the performance of the General Manager relative to grounds maintenance, upkeep, and improvement
- Provide assistance to the General Manager as requested by either the Board or the General Manager.

SPECIALIZED FUNCTIONS

The committee has the following specialized functions:

- Recommend to the Board Common Area policies, in the form of a Common Area Policy Statement
- Assist the General Manager to carry out an annual inspection of the community to ensure compliance with covenant requirements, as requested by either the Board or the General Manager
- Assist the General Manager to resolve resident complaints and suggestions regarding grounds care
- In coordination with the General Manager, organize community volunteers to perform tasks to beautify and otherwise improve common grounds
- Review applications for projects involving tree removal and planting, landscaping on common ground, and installing or changing underground sprinkling systems.
- As requested by the Board and in cooperation with the Architectural and Environmental Review Committee, review and prepare comments on proposed capitol improvement projects which may impact common grounds.

COORDINATION

The committee shall coordinate with the Board of Directors the planning and implementation of all proposed and approved grounds-improvement projects that might expend capital improvement. The committee shall coordinate its activities with the General Manager and with the AERC, Golf Committee, Tennis Committee, and other community organizations in developing and landscaping common property. The committee should send representatives to the periodic coordinating meetings of Board Committees.

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MEMBERSHIP

The committee shall have:

- A chairperson committed to the effective functioning of the committee appointed by the President in consultation with the Board of Directors and can be suggested by the committee.
- At least two other members to be selected by the chairperson.

The committee shall adopt committee rules that define its officers, terms of office, election procedures, and membership procedures and file these rules in the Association office.

MEETINGS

Meetings of the committee shall be open to all Association members and be advertised in *Harbour Lights*, on the Heritage Harbour television channel, or by some other appropriate means. The committee shall provide records of its activities for filing by the General Manager. These records shall be available for review by the Board of Directors or any Association member, and be passed on to successors.