

# **CHARTER FOR THE GROUND MAINTENANCE COMMITTEE OF THE FLEETWOOD PLAZA REGIME**

## **PURPOSE:**

To improve, enhance and otherwise maintain the grounds and plantings of the Fleetwood Plaza Regime in order to provide an aesthetically pleasing environment, minimize/eliminate erosion of soils and vegetation, assure proper operation of underground rain-spout and storm-sewer piping, and otherwise protect and enhance property values of the Regime's individual homes and common areas.

## **DUTIES AND RESPONSIBILITIES:**

1. To provide routine quality lawn mowing, trimming and clean up.
2. To assure proper and adequate fertilization of lawns, trees, shrubs and flowers as well as weed eradication of all lawns and shrub/flower beds (except those beds for which unit owners are responsible).
3. To prune, trim, shape and otherwise maintain trees, shrubs and flowers located in all common areas (except those areas for which unit owners are responsible).
4. To establish, update and maintain a landscape plan and assure timely implementation of same – subject to adequate funding and favorable weather conditions.
5. To review requests from unit owners for proposed plantings or landscaping of areas near their units and to submit same to the Board with recommendations.
6. To maintain an aggressive soil erosion prevention program, particularly on all steep slopes surrounding the regime buildings and facilities, including maintenance of landscape timbers associated with embankment borders on the common ground areas.
7. To coordinate with the Building Maintenance Committee to address and correct drainage problems from underground storm sewers and piping connected to downspouts.
8. To address and correct surface drainage problems such as erosion, sinkholes and similar problems.
9. To address other issues as directed and/or approved by the Board.
10. To report significant activities, status of projects, problems, concerns, and requests to the Board on a regular basis.
11. To cooperate fully and work closely with other committees to assist in the identification of problems, solutions, and implementation of corrective actions related to the Committee's purpose.
12. To prepare and submit an annual budget, approve all bills for payment, control ongoing expenses, monitor monthly budget statements and assure that funds are spent wisely, efficiently and effectively in correcting problems vs. treating symptoms.

## **MEMBERS:**

1. The Chair of the Committee shall be elected by the Board of Directors.
2. The Chair shall solicit any reasonable number of committee members and submit names of proposed members to the Board for approval.
3. At least one member of the Board shall be a member of the Committee and act as liaison with the Board; this member may or may not be the Chair of the Committee.

**MEETINGS:**

1. The Committee shall meet as needed, but no specific schedule of Committee meetings is required.
2. Meetings shall be held at the call of the Chair, at the request of a majority of the Committee members, or at the direction of the Board.

**AUTHORITIES:**

1. The Chair shall have authority to initiate appropriate actions, including contacting contractors and vendors for price quotations and formal bids, to accomplish the Committee's DUTIES AND RESPONSIBILITIES. The Chair shall also have the authority to delegate such actions to Committee member(s) as he/she deems appropriate.
2. The Chair shall have authority to approve properly submitted requests (via an Exterior Change Request) from an owner for minor or routine modifications to plantings or landscaping on grounds adjacent to the owner's unit which are not reserved for maintenance by the Regime. If the Chair determines that a request is not minor or routine, he/she will refer the request to the Board.
3. The Chair shall have the authority to engage contractors/vendors up to the limits of line item totals in the approved Committee budget but not to exceed \$2,500 per occasion or individual item. Individual expenditures or contracts above \$2,500 but less than \$5,000 shall require the approval of the Board Liaison. Individual expenditures or contracts above \$5,000 shall require Board approval.
4. Once a contract is approved, the Chair shall have the authority to implement the appropriate actions without further Board approval being required.
5. Any cost overruns greater than 10%, actual or projected, shall be reported to the Board immediately for approval or other action.
6. The Chair is expected to exercise good judgment in consulting with the Board prior to actions of engagement or commitment and in keeping the Board, and the designated Board liaison member, apprised of status, progress, and any problems.
7. The Chair shall be responsible for operating within the allocated line items and the total annual budgeted funds approved for use by the Committee. Any deviation, actual or projected, shall require immediate reporting to the Board for information and approval or denial.

Approved by the Fleetwood Board of Directors: October 17, 2018