



Homeowners Association of Eagle Creek, Inc.

**10180 Eagle Creek Center Blvd.
Orlando, Florida 32832**

The Homeowners Association of Eagle Creek, Inc.

Landscape Committee Charter

WHEREAS, the Board of Directors of The Homeowners Association of Eagle Creek, Inc recognizes the benefits of utilizing the efforts of volunteer members to assist Management in reviewing and making recommendations relative to the landscaping and maintenance needs for all the areas within the community.

IT IS THEREFORE RESOLVED, that the Board of Directors of the Association hereby establishes the Eagle Creek Landscape Committee ("Landscape Committee") and this Charter as follows:

STRUCTURE

The Landscape Committee is chartered as a "standing" committee, meaning that it will regularly meet to handle its chartered responsibilities.

The size of this voluntary committee can vary depending upon the amount of interest of the residents, with a minimum of three (3) members and maximum of nine (9) members.

Committee Members must always be Members of the Eagle Creek Homeowner Association in good standing or they shall be automatically deemed as removed from the Committee. Board Members, HOA staff, Management or their relatives may not be Committee Members.

No more than 2 Committee Members may be Village Representatives if it is a 3-Member Committee and no more than 3 Committee Members may be Village Representatives if it is a 7 or higher Member Committee.

It is desirable that the Committee have at least 1 (one) Member from the Single-Family Homes and from each of the service areas (Curzon, Windsor TH, Village L TH, Village K TH) but is not required.

The Members of the Committee shall serve at the pleasure of the Board and may be removed by the Board. The Board of Directors may remove a Member of the Committee for non-participation, nonattendance, disruptive behavior, actions contradictory to the best interests of the Association, or any action the Board deems inappropriate or a conflict of interest.

The Board of Directors shall appoint the members of the Landscape Committee from homeowners who have expressed interest in volunteering to fulfill and uphold the purpose and responsibilities as outlined in this charter. Candidacy will be considered based on factors including but not limited to: time commitment, expertise and experience in landscape matters, and desire to implement enhancements that will benefit the community as a whole.



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Committee Members shall not remove its own Members nor fill its vacant seats, but rather the existing Committee Members or Village Representatives may provide recommendations and review nominations for the Board's consideration.

Landscape Committee Member terms shall be for one (1) year. Members of the Landscape Committee serve at the discretion of the Board of Directors and may be removed from the Landscape Committee at any time by a majority vote of the Board of Directors.

The Chair of the Committee shall be voted on by the Committee Members, submitted for approval to the Board of Directors, and may be held by any Member of the Committee. The Chairman shall be appointed for a term of one (1) year.

PURPOSE

The HOA management company is responsible for hiring landscaping vendors to provide routine maintenance and enhancements to the common area and special service area landscaping ensuring the desired ambiance of the community is maintained.

The Eagle Creek Landscape Committee is to work in collaboration with the HOA Management and serves in an advisory capacity as it relates to landscape matters to provide recommendations to the HOA Management and the Board of Directors. The Committee shall have no authority to direct vendors and/or their employees of the Association or cause any charges to the Association.

RESPONSIBILITIES

The Eagle Creek Landscape Committee is charged with the following responsibilities and set of duties.

Assist the HOA Manager in creating an annual and long-range enhancement plan that aligns with the Budget and the needs of the Community as a whole including:

- Each service area
- High traffic areas
- The age and appearance of the plant material
- Recommendations from the Community
- Advice of the HOA Landscape Contractor or other industry professionals.

Work with the HOA Manager and the Budget Committee during the budget process to make recommendations for budgetary needs in the upcoming year that align with the enhancement plan.

Assist the HOA Manager in inspecting the completed work of the Landscape Contractor and reviewing that the scope of the contract is being followed. Any deficiencies, suggestions, or questions should be directed



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to the HOA Manager. No interference, direction, or suggestions shall be communicated to the Landscape Contractor from any member of the Committee.

Act as a contact for Community members to express ideas, concerns or adjustments to the landscaping.

Review the RFP and proposals for Landscape Contractors and provide recommendations to the Board of Directors.

The Landscape Committee works in an advisory capacity to the Board and shall not 1) approve any costs, 2) sign any contracts or agreements, 3) direct the HOA Manager or Landscape Vendor.

Committee Members may not use their position on the Committee for personal gain, nor be allowed to advertise for any company, business, service, or promote agendas unless expressly permitted by the Board of Directors or at an event where advertising has been allowed.

DUTIES AND RESPONSIBILITIES OF COMMITTEE CHAIR

Designate the time and place of meetings, call the meeting to order and conduct the meeting in accordance with specified guidelines.

Ensure all Committee Members are informed of current events with respect to the Committee.

Act as liaison between the Committee, the Board of Directors, Village Representatives and the Homeowners Association Managing Agent.

Be present at Committee meetings, Village Representative meetings, and Board of Director meetings to deliver a report of the committee's activities.

Report of committee's activities can be delegated from time to time to a Committee Member if the Committee Chair is unable to attend.

Ensure all Committee recommendations and matters of business are reported to the Board of Directors and the Eagle Creek Homeowners Association Manager.

Forward Committee reports and recommendations to the Board of Directors and HOA Manager.

Represent the Committee at Board and Management meetings when necessary.



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COMMITTEE MEETINGS

The Committee shall meet as they deem necessary and appropriate.

Any meetings in which the HOA Manager is requested to attend must be coordinated with the HOA Managers calendar in advance.

Any meetings in which the Landscape Contractor is requested to attend must be coordinated with the Landscape Contractors calendar in advance and the HOA Manager notified.

This is a non-statutory Committee, however, all Committee meetings that are held for the purpose of presenting to the Community where homeowners may attend shall be noticed in the same manner as a Board of Directors meeting. There shall be an agenda for any Committee meeting, presented by the Committee in advance of the meeting and provided to Management. Copies of all meeting minutes and reports and recommendations shall be delivered to the Managing Agent and Board of Directors as soon as is practical.

Adopted by the Board of Directors on October 14, 2020.

Signed: _____

A handwritten signature in blue ink, appearing to read "M. Scott Stearns", is written over a horizontal line.

Print: M. Scott Stearns

Title: President