

**NORTHWOOD II COMMUNITY ASSOCIATION  
LANDSCAPE COMMITTEE CHARTER  
ADOPTED 6/21/06**

**WHEREAS**, several members of the Northwood II Community Association (“Association”) have expressed a desire to serve on a landscape committee for the community.

**WHEREAS**, the Board of Directors believes that it is in the Association’s best interest to utilize the efforts of these volunteer members to assist Management in reviewing the large amount of common area within the community and provide monthly reports to the Board of Directors.

**IT IS THEREFORE RESOLVED**, that the Board of Directors of the Association hereby establishes the Northwood II Landscape Committee (“Landscape Committee”) pursuant to this Charter as follows:

1. Purpose. The purpose of the Landscape Committee shall be to inspect the common areas within the Association and report maintenance issues to Management for review and consideration by the Board of Directors.
2. Number of Members. The Landscape Committee shall have not less than three nor more than five members.
3. Appointment/Removal of Members. Pursuant to Article IV, Section 4.16 of the Bylaws of Northwood II Community Association, the Board of Directors shall appoint the members of the Landscape Committee as volunteer applications are received. In the event there are more than five volunteers, then the volunteers shall be appointed on a first-come, first-served basis and shall serve on the Landscape Committee for a term of one (1) year. The remaining volunteers shall be retained on a waiting list and shall be contacted the following year to be appointed. If there are no new volunteers on the waiting list, a member may serve successive one (1) year terms. Members of the Landscape Committee serve at the discretion of the Board of Directors and may be removed from the Landscape Committee by a majority vote of the Board of Directors.
4. Appointment of Chairman: The members of the Landscape Committee shall collectively appoint one member to serve as Chairman of the Landscape Committee. The Chairman shall be appointed for a term of one (1) year and may not serve as Chairman for more than two (2) successive one (1) year terms.
5. Meetings. The Landscape Committee shall be invited to attend the monthly landscape walks with Management and the Association’s landscape contractor. During this monthly landscape walk, Management shall be responsible for preparing a punchlist to be reviewed by the Board of Directors. The Landscape Committee may, but is not required to, conduct

additional inspections of the common area; provided, however, that Management will not be required to attend these additional inspections and the Chairman will be required to prepare the punchlist and forward it to Management within one week of the scheduled walk for review by the Board of Directors.

6. Reports. The Chairman (or other designated representative in his absence) shall report to the Board of Directors at the monthly meetings as to the progress and status of ongoing maintenance issues as noted by the Landscape Committee.
7. Authorization. The Landscape Committee shall have no authority to direct the Association's landscape maintenance company or other Association vendors to take any action. Only the Board of Directors or Management, at the direction of the Board of Directors, may direct the landscape maintenance company to act on behalf of the Association. Any communications received from homeowners to the Landscape Committee shall be forwarded to Management for review by the Board of Directors. Upon resolution by the Board of Directors, Management will respond to the individual homeowner and notify the Landscape Committee of the outcome.
8. Amendment/Revocation. This Landscape Committee Charter may be amended by the Board of Directors at any time.
9. Association Documentation. Management shall provide the Landscape Committee with copies of available landscape maps, landscape budget information, monthly landscape work order summaries and Board of Directors approvals via the monthly meeting minutes.