

**LOFT RIDGE HOMEOWNERS ASSOCIATION, INC.**  
**Administrative Resolution No. 45**

**Landscaping/Grounds Committee Charter**

**WHEREAS**, Article VII, Section 1 of the Bylaws of the Loft Ridge Homeowners Association, Inc. (“Association”) states that the business and affairs of the Association shall be managed by the Board of Directors (“BOD”). The BOD may exercise all the powers of the Association, except as are, by the laws of Virginia, the Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the Members; and

**WHEREAS**, Article X of the Bylaws authorizes the BOD to appoint Committees as deemed appropriate in carrying out its purpose; and

**WHEREAS**, the BOD deems it desirable to establish a standing committee of homeowners to inspect, monitor and oversee the grounds and landscape of the Association, and to advise the BOD, in a reasonable and productive manner, on issues affecting common grounds and landscaping matters.

**NOW THEREFORE**, be it resolved that a Landscaping/Grounds Committee shall be established, and that the following procedures for this committee to be adopted and implemented herewith:

**A. RESPONSIBILITIES**

The primary responsibility of the Landscaping/Grounds Committee (“L/G Committee”) is to advise the BOD, in a reasonable and productive manner, on issues affecting common grounds and landscaping within the community. In accomplishing this goal, the BOD shall assign the L/G Committee with tasks from time to time that may include but not be limited to:

- Providing the BOD with recommendations regarding landscaping and common area grounds maintenance matters on an annual basis, or as requested by the BOD.
- Advise and assist the BOD in developing protocols related to the maintenance, preservation, enhancement and use of the Association’s physical assets.
- Make recommendations to the BOD with respect to the maintenance and service levels on common areas, including, but not limited to, the exterior common ground landscaping.
- Provide the BOD with recommendations during the preparation of the annual budget and during the annual planning process

- Make recommendations to the Board with respect to landscape improvement and/or alterations, including cost proposals and budgets.
- Make recommendations to the Board for maintenance, repairs, improvements and cleanliness.
- Assist in drafting specifications for future and potential contractors for grounds and landscaping or any other services that fall under the responsibility of the Committee.
- Perform other duties as necessary.

## **B. ELIGIBILITY**

L/G Committee candidates and members shall be homeowners and/or renters of lots that are in good standing. Good standing shall be defined as the absence of any liens, privilege suspensions, assessment delinquency, architectural or covenants violation, or pending legal action with/against the Loft Ridge Homeowners Association, Inc..

## **C. APPOINTMENT AND TERMS**

Recruitment of candidates may be done through the newsletter, Listserv, announcement at the Annual Meeting, or by any other means deemed appropriate by the BOD. The BOD will strive to ensure that members from varying house types and locations within the association are represented on its Committees.

Interested homeowners/renters must submit a written request for appointment to the Community Manager (Sequoia MGT). Committee members in good standing are eligible for reappointment.

The BOD will make Committee appointments each year at the first BOD Meeting after the Annual Meeting for terms beginning July 1<sup>st</sup> of the same fiscal year. The BOD may make additional appointments throughout the year if vacancies occur and/or as needed.

Committee members are appointed for two-year terms, however, members appointed to fill vacancies that occur during the year shall serve out the remainder of the term of the Committee member they are replacing. Committee terms will be staggered so that approximately one half of the Committee positions will become available each year. Committee chairs and members wishing to serve for more than two years shall be required to receive an appointment from the Board, and may serve up to five (5) successive terms (in the absence of sufficient qualified volunteers, the Board may grant exceptions as required or needed.).

Committee members will be provided a copy of this Charter within a reasonable period of time following their appointment.

#### **D. REMOVAL**

The Board reserves the right to remove any Committee member or chair, **with or without cause**, upon three (3) days written notice from the Board or Committee Chair, as appropriate. The Committee may make recommendations to the BOD regarding the removal of any Committee members or Committee Chair .

A Committee member may be removed, upon written notice from the Committee Chair, for failure to attend three (3) consecutive Committee meetings without notice or explanation.

#### **E. ELECTION OF OFFICERS**

The BOD shall appoint the Chairperson of the Committee. Members of the Committee may make recommendations to the BOD for the appointment of a Chairperson. Other officers of the Committee may be elected by the Committee membership. At a minimum, the Committee shall elect a Secretary who shall be responsible for recording accurate minutes of the Committee's meetings and submitting them to the Community Manager in a timely basis for inclusion in the monthly Board Meeting Package. Minutes shall also include a record of Committee member attendance and all votes of the Committee.

The Chairperson, or the Committee member who is his or her designee, shall be responsible for chairing the meeting of this Committee.

#### **F. MEETINGS**

Committee meetings shall be held either at a recognized meeting place in person or over video conferencing. All Committee meetings shall be open to the association members. In order for the membership to be reasonably informed of Committee hearings, the Committee Chairperson shall ensure that all regular Committee meeting dates are listed in the newsletter, the Listserv, and through any other means of posting that the Board deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee Chairperson shall notify the management staff at the earliest possible time so that the membership may be reasonably notified.

The Committee Chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chairperson upon five (5) business days posted notice stating the reason for the meeting.

The Committee Chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. The total number of Committee members shall be a minimum of three (3) and a maximum of seven (7) members. A majority of the members shall be 51% of the total number for the purposes of establishing quorum. A majority vote of members while a quorum is present shall constitute a decision of the Committee. All voting shall be conducted in open sessions.

All Committee meetings shall be conducted substantially in accordance with Robert's Rules of Order and the Loft Ridge HOA Resolution No. 30 for Board/Committee Members Code of Conduct (Dec 2011). Moreover, Committee Members shall not use inappropriate language or verbal tone during the debate of the issues. Any actions (including physical gestures or body language) or comments designed to insult, demean, or attack the personal character of any member of the Committee, the Committee as an entity, or any person in attendance shall be strictly prohibited. Committee members owe a special duty of civility to the Association's membership and shall be particularly courteous to the individual members at all times during official functions of the Association.

#### **G. DUTIES OF THE CHAIR**

The duties of the Chairperson shall include, but may not be limited to the following:

- 1) Develop the annual meeting calendar;
- 2) Prepare meeting agendas;
- 3) Preside over meetings;
- 4) Provide each committee member an opportunity for input;
- 5) Ensure Committee members and those attending the meeting are treated fairly and with respect, including when necessary ordering offending members or other attendees to leave the Committee meeting;
- 6) Assign Committee members tasks as necessary;
- 7) Submit meeting minutes to the BOD as stipulated above;
- 8) Serve as the liaison to the BOD and represent the L/G Committee to the Board on any matters;
- 9) Ensure that the L/G Committee is performing duties as detailed in this resolution and requested by the BOD.

#### **H. COMMUNICATIONS**

In the interest of ensuring strong communications between the BOD and the Landscaping/Grounds Committee, it is expected that the Committee Chairperson, or their designee, will attend each regularly scheduled business meeting of the BOD. No members of the Committee shall speak directly to any vendor in regards to Contractual Agreement service issues. Any concerns directly related to vendor contractual services, performance, scope of work, or damages must be brought to the BOD directly. The BOD will then relate this information directly with the vendor(s) in question.

The Committee representative will present Committee recommendations, update the Board on the status of pending committee tasks, request assistance from the Board as needed, and answer any questions the Board may have regarding Committee assignments. The Committee is expected to maintain regular communications with the designated Board Liaison.

It is expected that the Committee will communicate its activities to the membership periodically through the newsletter, Listserv, and/or other communication vehicles of the association.

### RESOLUTIONS ACTION RECORD

Resolution Type: Administrative No. 45

Pertaining to: Landscaping & Grounds Committee Charter

Was duly adopted at a meeting of the Board of Directors held May 7, 2024.

Motion by: Abbie Boyle Seconded by: Michelle Acevedo

VOTE:	YES	NO	ABSTAIN	ABSENT
<u>Abbie Boyle</u> <small>DocuSigned by: Abbie Boyle 1EF5705102D7434...</small>	X	_____	_____	_____
<u>Michelle Acevedo</u> <small>DocuSigned by: Michelle Acevedo 37969A08BD164A3...</small>	X	_____	_____	_____
<u>Trish Skinner</u> <small>DocuSigned by: Trish Skinner BD85B3A96996478...</small>	X	_____	_____	_____
<u>Eric Naide</u> <small>DocuSigned by: Eric Naide AD8A04BE86524F1...</small>	X	_____	_____	_____
<u>Carie Rothenbacher</u> <small>DocuSigned by: Carie Rothenbacher F3FE21A9467743F...</small>	X	_____	_____	_____

Effective date of resolution: May 7, 2023