

MOSBY'S LANDING UNIT OWNERS ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 12
LANDSCAPE & GROUNDS COMMITTEE TERMS OF REFERENCE
(Relating to the Operation of the Landscape Committee)

WHEREAS, Article III, Section 2 of the Bylaws provides in part that the Board of Directors shall have all powers and duties necessary for the administration of the affairs of the Association and do all such acts and things which are not reserved and required to be exercised by the members of the Association; and

WHEREAS, Article IV, Section 4 permits the President to appoint committees, and by prior resolution of the Board, the President, with the concurrence of the Board of Directors, recognizes that a healthy and active committee structure is essential to the effective operation of the Association; and

WHEREAS, the Board recognizes that an effective landscaping and grounds maintenance program contributes to the aesthetics of the community and preserves property values, and the Board wishes to establish a standing Committee to help carry out such a Landscape program;

NOW, THEREFORE, BE IT RESOLVED THAT a Landscape and Grounds Committee be established, having the following terms of reference:

I. RESPONSIBILITY

The primary responsibility of the Landscape and Grounds Committee is to advise and assist the Board of Directors in monitoring the condition of the property for which the Association is responsible and in developing long-range plans for the future of the property.

In fulfilling its responsibility, the Landscape and Grounds Committee performs functions, which include but are not necessarily limited to, the following:

- A. Evaluate the landscaping maintenance needs of the community and submit to the Board of Directors recommendations for long-range maintenance and improvements in the landscaping.
- B. Assist the Board of Directors in establishing standards of care for landscaping maintenance.
- C. Assist the Board of Directors in evaluating landscape proposals from outside contractors as necessary and if requested by the Board of Directors.

- D. Prepare articles for the newsletter and/or website on matters within the purview of the Committee (e.g. planting tips, etc.)
- E. In coordination and cooperation with the Covenants Committee, prepare landscape guidelines for individual residences.
- F. In coordination and cooperation with the Social Committee, if any, organize and conduct “Spring Clean-Up” effort.
- G. At least twice annually perform complete landscaping property inspection and submit a written report to the Board which, at a minimum, addresses the following: (1) areas requiring immediate attention; (2) residences in violation of the landscape design guidelines; and (3) Committee’s overall assessment of landscape maintenance.
- H. Perform other functions as directed or approved by the Board of Directors.

II. ORGANIZATION & CONDUCT OF BUSINESS

The organization, election of office and conduct of business shall be in accordance with the administrative operating procedures set forth in Administrative Resolution 10 – Committee Structure and Operation.

The effective date of this resolution shall be the 22nd day of January, 2004, and shall remain in effect for three years.

Mosby’s Landing Unit Owners
Association

Paula Bennett, President

MOSBY'S LANDING UNIT OWNERS' ASSOCIATION

ADMINISTRATION RESOLUTION NO. 12

**LANDSCAPING & GROUNDS COMMITTEE
TERMS OF REFERENCE**

This Resolution was adopted this 22nd day January 2004, by the Board of Directors.

Motion by: Russ Harman Seconded by: Alex Hodges

VOTE

	YES	NO	ABSTAIN	ABSENT
Paula Bennett	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Linda Carter	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Russ Harman	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Alex Hodges	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
John Wilhelm	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Mosby's Landing Unit Owners'
Association

Alex Hodges, Secretary