

HIDDEN HILLS COMMUNITY ASSOCIATION

LANDSCAPE COMMITTEE

POSITION: Committee Member

TERM OF APPOINTMENT: One (1) Year

ACCOUNTABILITY: Board of Directors

LANDSCAPE COMMITTEE CHARTER: The purpose of the Landscape Committee is to assist and advise the Board of Directors and Management preserving and enhancing the physical landscape environment of Hidden Hills and to help ensure an overall coordinated approach to maintaining the common areas of the community. Committee members serve at the pleasure of the Board.

DUTIES & RESPONSIBILITIES

1. To retain and enhance the rural character and beauty of Hidden Hills, the Committee will advise the general manager of needed repairs and recommended improvements of landscaped areas within the community
2. Specific areas of responsibility include, but are not limited to the following activities:
 - a. Ensure the overall design and selection of plant material is cohesive and harmonious throughout the common areas and is climate appropriate.
 - b. Working with Management, ensure ongoing landscape maintenance and tree trimming is consistent with existing policies and standards.
 - c. Provide budget input to Management for the annual landscape expenses
 - d. Provide recommendations, corrections or additions to maintain and improve landscape maintenance standards, and suggest improvement projects
 - e. Respond to any concerns of the landscape contractor
 - f. Identify “experts” in various horticulture fields and arrange for guest speakers
 - g. Annually review landscape maintenance specifications to provide recommendations for changes and adjustments
 - h. Solicit, receive and evaluate input for beautification projects from owners, Management, and Board members.
 - i. Address other landscape issues that may arise
3. Committee members may not sign contracts for Hidden Hills nor commit the Association to any obligations.
4. Committee members shall not give directives to the Hidden Hills on-site staff or contractors. Committee members should make requests to the Chair of the Committee. The Chair will contact the general manager to receive guidance. Should the Chair not be available, the Chair may designate a point person to interact with the general manager.
5. If a landscape project is recommended for the Board to approve, the Committee is responsible for working with Management for full implementation of the project. For example, including but not limited to planning, specifications, budget, obtaining two or more bids from third party service providers, implementation, post implementation, identifying responsible parties, evaluation, and provide interim reports to the Board and general manager, etc.

6. The Committee commits itself and its members to ethical, professional, and lawful conduct including proper use of authority and appropriate decorum when acting as Committee members.
7. The Committee will consciously invest in its ability to act competently and wisely.
8. The Committee is responsible for creating meeting schedules, member roster, agendas, taking and transcribing minutes of meetings.
9. Meeting Minutes shall be made available to the Board, general manager, and association members within five (5) business days after approval by the Committee.
10. The Committee Chair, or their designee, shall present Committee Reports to the Board and membership at the Board's regular monthly meetings. All other Committee members shall attend Board meetings as necessary.

STRUCTURE

1. The Board of Directors shall appoint the Chair to the Committee.
2. The Committee shall consist of 5-7 members. Committee members are appointed by the Board of Directors for a term of one year or a term amount approved by the Board.
2. Liaison with various other committees as necessary.
3. Attend Committee Meetings on a regular basis. If a Committee member is absent for more than 4 regular meetings within a 12 month period or 3 consecutive Committee meetings, the member shall be deemed to have resigned from the Committee.
4. Committee member shall not receive compensation but may be reimbursed for actual expenses, at the discretion of the Board, in the performance of his/her duties. Receipts must be provided for reimbursement.

QUALIFICATIONS

1. Must be a homeowner or resident, in good standing, with the Hidden Hills Community Association.
2. Time to devote to position.
3. Ability to accomplish tasks with others.
4. Experience and/or training in landscape design, landscape architecture, horticulture, botany, community planning or a related field is preferred.
5. Agrees to support the Hidden Hills Community Association governing documents, policies, and initiatives.

AUTHORITY

1. Hidden Hills Bylaws, Article 7, *Committees*, Sections 7.0 – 7.9, and other governing documents for Hidden Hills Community Association.
2. Term of Service. Committee members may be reappointed by the Board of Directors in accordance with the Bylaws of Hidden Hills Community Association Bylaws, Article 7, *Committees*, Section 7.4, *Term of Service*.