

**ENCORE BOARD OF DIRECTORS
LANDSCAPE COMMITTEE CHARTER**

Charter

This charter governs the operation of the Landscape Committee established by the Encore Board of Directors in accordance with Article 4, Section 15, in Encore Briar Chapel HOA By-Laws.

The Landscape Committee is a standing advisory committee appointed by and serving at the pleasure of the Board of Directors. The committee is headed by a Chairperson selected by the committee.

The Board would like committee members to serve for a minimum of one year. Since committee continuity is important, serving for longer than one year is appreciated.

Purpose of Committee

The Landscape Committee's purpose is to oversee the landscape maintenance of residential lots and the community's common areas in accordance with Article VII of the Declaration of Covenants, Restrictions, and Easements for Encore at Briar Chapel.

Duties and Responsibilities

- Committee meetings:
 - Create an agenda for all committee meetings.
 - Notify the Board liaison of all meetings.
 - Review committee budget periodically.
 - Record and provide the Board liaison all meeting minutes to be posted on the Encore website.
- Constantly monitor the performance of all landscaping contractors in Encore to assure compliance with the terms and conditions of the contract.
- Constantly monitor the health of the plants on HOA property and recommend pruning and replacement as necessary.
- Participate as a voting member in all Landscape Committee meetings to discuss and recommend proposed changes or improvements.
- Plan and execute functions as assigned at a committee meeting.
- Establish a liaison with the Master Association manager.
- Report non-compliant yards for remediation (e.g. dead trees, statuary, broken sidewalks).
- Issue a yearly written report to the Encore Board of Directors.
- Assist Encore Board of Directors in drafting the landscaping budget for the upcoming year.
- Review resident landscaping and irrigation complaints for resolution.

- All communications to residents and contractors are to be copied to the Board liaison.

Board and Finance Committee Interaction


The Board of Directors will select one of its members as a liaison to the Landscape Committee. This liaison will attend committee meetings as appropriate and will not have voting power. The liaison is responsible for updating the Board on committee status. The committee chair should apprise the liaison of all communications with residents.

The Finance Committee will select one of its members as a liaison to the Landscape Committee. This liaison will attend committee meetings as appropriate and will not have voting power. The liaison is responsible for updating the Finance Committee on budgetary items. The Board of Directors has final authority on all landscaping expenditures.

Revision

This charter may be reviewed and revised as deemed necessary by the Board of Directors.

Approved by Encore at Briar Chapel Community Association Board of Directors this 19th day of January, 2023.



Bill Buckley, President