

**RESOLUTION OF THE BOARD
LANDSCAPE COMMITTEE
CHARTER**

MCKINLEY VILLAGE COMMUNITY ASSOCIATION

Whereas, the McKinley Village Community Association (“Association”) Board of Directors (“Board”) may designate a committee and may establish the purposes and powers of such committee;

Whereas, the Board has determined that establishment of this committee would serve the best interest of the Association Membership;

Therefore, be it resolved that the Landscape Committee (“Committee”) shall be established, and that it shall operate in accordance with the procedures set forth below:

CHARTER PURPOSE

The purpose of this Charter is to outline the role, responsibilities, composition, and operating guidelines of the Committee, in accordance with the governing documents of the Association.

COMMITTEE MISSION

The purpose and objective of this committee is to provide feedback to the Board as to community landscape needs and enhancement ideas. At the request of the Board, Committee may be asked to participate in special landscape related projects. The Committee is an advisory committee of the Board, and a facilitator of obtaining and sharing information. The Committee shall not have independent authority to approve expenditures, enter into contracts, or otherwise make decisions that bind the Association, except as authorized by the Board or as expressly provided herein.

ORGANIZATION

1. The membership of the Committee is to be determined by the Board and may be composed of any number of Association members.
2. The Committee and all Committee members shall, at all times, serve solely at the pleasure of the Board. This means that the Board, in their sole discretion, may appoint members to the Committee, remove any member of the committee at any time, without cause, by a majority vote of the Board then in office. Committee members must review and agree to abide by the Charter.
3. The committee will elect a Chairperson to oversee the committee. The position of Chairperson must be held by a homeowner and shall be re-instated annually by the Board of Directors.
4. The Board will appoint a Director to serve as the Liaison between the Board and the Committee to facilitate communications. The Liaison will not be a voting member of the Committee.
5. The Liaison will be a conduit of information between the Board and the Committee. While the Liaison is intended to be a source of communication from the Board, the Liaison does not speak for the Board unless authorized by a majority of the Board on a particular topic.

CHAIRPERSON AND SECRETARY

1. The Chairperson:
 - a. Be deemed points of contact for the Board Liaison and management;
 - b. Present committee reports, agenda items, and meeting minutes to the Board as required;
 - c. Provide communication of recommendations, issues/concerns, changes in conditions, and information: a) to Management prior to Board meetings that require Board of Directors action, and b) to Board at Board meetings.
2. The Committee shall appoint a Secretary for keeping a roster, assisting the Chair in preparing reports, and maintaining written records of Committee activities.

DUTIES AND RESPONSIBILITIES OF COMMITTEE

1. To observe Community landscape and support the Board and management.
2. Provide feedback and recommendations to the Board and management regarding community landscape.
3. Shall work with the Association's management.
4. Shall work with management, or the Board Liaison to the Committee, to help facilitate communications between the Committee and Board.
5. Submit information for the Association's newsletters, as may be requested.
6. Shall maintain confidentiality of any confidential or private information provided to the Committee.

MEETING & REPORTING

1. The Committee shall meet as necessary (but not less than quarterly).
2. The Committee shall provide a report to Management for Board review at least 7 days before each Board meeting, which may take the form of minutes or a written report on the Committee’s activities, as well as any requests and recommendations to the Board.

CERTIFICATE OF ADOPTION

The undersigned declares that they are the Secretary of the Board and that the foregoing Resolution of the Board was approved by at least a majority of the Directors at the regular meeting of the Board held on _____, 2023, at which a quorum of the Board was present and that this Resolution remains in full force and effect.

Dated: _____, 2023 _____
_____, Secretary
