



StillWaters Residential Association

Landscape Committee Charter

I. Purpose

The Landscape Committee serves as an advisory body to the Board of Directors, the Community Association Manager (CAM), and the Associate Community Association Manager (ACAM) in matters related to the appearance, preservation, and enhancement of common-area landscaping within StillWaters. The Committee works collaboratively to uphold the community's aesthetic standards, support sustainable practices, and recommend improvements while recognizing that the ACAM, Landscape Crew, and the contracted landscaping crew handle implementation.

II. Authority and Scope

The Committee does not have direct authority over staff or contractors but provides guidance and recommendations to the Board, CAM, and ACAM. All final decisions and approvals are the responsibility of the Board of Directors.

A. Responsibilities

1. Review & Advice:
 - Evaluate landscaping needs throughout common areas.
 - Recommend to the Board enhancements, replacements, or changes to existing plantings and features.
 - Review and recommend landscaping improvements, including tree and plant selections.
 - Suggest sustainable and water-efficient landscaping solutions.
 - At predetermined times, meet with the CAM and ACAM to aid in developing long-term landscaping plans, including seasonal plantings and water management strategies.
2. Support the Manager:
 - Work in partnership with the Board and CAM by communicating observations, concerns, and resident feedback related to landscaping.
 - Works with the CAM and ACAM to propose landscaping budgets and services (must have the Treasurers review and Board approval).
 - Ensure compliance with SWRA landscaping standards and community guidelines.
 - Provide input during the planning and review of landscaping contracts and services.
3. Budget Management:
 - The Committee may develop and submit a Special Projects annual budget prior to November 1st of each year for review and approval by the Board.

- The Committee has authority to spend funds allocated under the Special Projects budget and must provide all receipt/documentation to the CAM for proper accounting.
 - Expenditure under the Special Projects budget must be approved by a simple majority of the committee members.
 - The Committee does not have authority to spend, contract or allocate association funds outside of the Special Projects budget without the prior approval of the Board.
 - If additional funding is needed, submit a formal request to the Board.
 - All Special Project budgets are limited to the fiscal year and no balances may be carried over to the next fiscal year.
4. Community Engagement:
- Promote awareness and appreciation of landscaping within the community.
 - Address homeowner concerns related to common-area landscaping.
 - Encourage resident involvement through education or special projects (e.g., Arbor Day plantings or native plant initiatives).
 - When feasible, may organize volunteers to assist with seasonal cleanups.
5. Monitor & Report:
- Conduct seasonal walk-throughs and document conditions or areas of concern.
 - Submit concise reports and recommendations to the Board, CAM, and ACAM.

B. Membership

- The Committee shall consist of 3–7 members in good standing with SWRA.
- Members appointed by the Board serve for a one-year renewable term.
- A SWRA Board member, selected annually by the SWRA Board, will serve as Chairperson to coordinate meetings and serve as liaison to the Board, CAM, and ACAM.

C. Meetings

- Committee meetings are held quarterly or as needed and shall be open to all residents.
- A quorum consists of a majority of current members.
- Meeting notes will be kept and shared with the Board.

D. Limitations

- The Committee shall not direct or supervise the CAM, ACAM, landscaping crew or contracted landscaping.
- The Committee shall not authorize expenditures or enter into contracts.
- All communications with the landscaping crew or contractor must go through the Board to the CAM and ACAM.
- Must work within the scope of the HOA's governing documents.
- Cannot instruct the CAM or ACAM to enter into contracts or hire vendors without board approval.

- Cannot enforce rules or penalize homeowners but may report violations to the Board.
- Cannot make independent financial decisions or authorize expenditures.