

## **Leisure Town Home Association**

### **Garden Committee**

The purpose of this charter is to define the mission, authority, responsibilities, and membership for the Leisure Town Home Association (hereinafter referred to as the "HOA") Garden Committee. The charter also conveys commitment from and implied support by members of the HOA, the association's Board of Directors, as well as the property managers.

#### **Purpose**

The Garden Committee shall assist the Board of Directors in fulfilling its responsibilities related to upkeep, maintenance, communications & rules enforcement of all members and participants in the Garden area.

This will be achieved by meeting as often as necessary to complete the assigned responsibilities and reviewing any issues, working together for a positive outcome and reporting such to the Board.

#### **Scope of Authority**

Ultimate authority for this committee lies with Leisure Town Home Association current Board of Directors. The committee has no expressed or implied power or authority.

All committees must obtain approval before expending any funds.

#### **Membership**

The Board will appoint a liaison and the committee will appoint the committee chair. The committee shall have a minimum of 1 member and a maximum of 5 members. Each member will serve a term of one year and renewed annually. The committee with Board approval may fill vacancies on the committee and may remove a member from the committee at any time without cause.

Garden Committee members commit to meeting at least 2 times per year and commit to a term of at least one year except in unforeseen circumstances.

Garden Committee members must review and sign an Ethics Policy, review and sign a Committee's Code of Conduct, and keep personal contact information of other members private and confidential.

#### **Roles and Responsibilities**

The Committee chair shall have authority to approve reasonable requests from members regarding the daily operation of the garden.

The committee will report its activities to the board each month, even if they didn't meet. Please have a report to Management on or before the Friday prior to the Board Meeting. Second option would be to attend the open Board meeting to report on the actions the committee took for that month.

### **Revision**

This charter may be reviewed, communicated, and revised as deemed necessary by the board.