

Northern Meadows Property Owners' Association
Landscape Committee

Landscape Committee Charter

Mission Statement

The mission of the Northern Meadows Homeowners Property Owners' Association Landscape Committee (NMPOALC) is to build a beautiful community by identifying, analyzing, responding to, communicating, and managing landscape and maintenance gaps which could create a present or future blight. The Landscape Committee aims to bridge the gap between homeowner and contractor, enable neighborhood beautification, and hold the contractor responsible for their contractual obligations.

Scope and Purpose

The Northern Meadows Homeowners Property Owners' Association Landscape Committee has been established to provide a comprehensive community member perspective to prevention, inspection, mitigation, and completion to landscape projects in accordance with contractual obligations between Northern Meadows Property Owners' Association, Inc. (NMPOA) and Landscape Contractor. They will provide oversight and direction for the NMPOA on landscape concerns and needs within the association properties. To identify landscaping deficiencies and provide information and options to enable the NMPOA Board of Directors to make fully informed decisions for the common good of the Association.

The NMPOALC is responsible for periodic zoning unit inspections, identification of issues as defined below, notification to NMPOA Board of Directors, monitoring of work completion within contractual timeline, and escalation of work not completed or urgent maintenance needs. Each NMPOALC Zoning Unit Representative is responsible for their zoning unit area and are welcome to engage their fellow community members to encourage two-way communications for the purpose of neighborhood beautification.

Out of scope issues include any ordinance, permit, or Association regulation compliance outside of landscaping and maintenance.

Areas include but not limited to front yards, common areas, and medians and involve but are not limited to weed prevention and removal, turf care and maintenance, tree and shrub health, dead tree or plant removal, water and irrigation issues, sidewalk clearance from plant life, xeriscape maintenance, lawn restoration, gravel replacement, failure to meet contractual requirements.

Committee deliverables include:

1. At a minimum, with an exception in fall, frequent inspections of properties within the Northern Meadows Community as determined by the Committee Chairperson.
2. Regular reporting of issues identified by zoning unit members to Landscape Contractor.
3. Status report(s) as received from Landscape Contractor.
4. Escalations of contractual obligations not met to the Board of Directors and POA Manager.
5. An annual report of work completed by zoning unit membership.
6. Established relationships with fellow zoning unit community members.
7. A regular report out to the Board of Directors in alignment with the Board's meeting schedule, or more frequently as determined by the Committee Chair's established schedule.

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Breakdown of Responsibilities

The Board of Directors President is responsible for:

1. Escalation of non-compliance of contractual obligations to the Landscape Contractor.
2. Contract negotiation Liaison.
3. Act as a liaison for Board of Directors regarding approvals of new landscape requests or change requests.
4. Approving NMPOALC information and communication for Membership.

The Committee Chair is responsible for:

1. Act as a liaison between the committee and the Board of Directors.
2. Providing a monthly report to the Board of Directors.
3. Collecting findings and recommendations from zoning unit representatives.
4. Escalation of non-compliance of contractual obligations to Board President.
5. Providing the annual report to the Board of Directors.
6. Evaluating and recommending solutions to questions from the Zoning Unit Representatives.
7. Drafting Landscaping Committee meeting agendas.
8. Drafting information and communications to the Membership.
9. Designating a Zoning Unit Representative to record meeting minutes.
10. Understanding NMPOA finances or willingness to learn.

The Zoning Unit Representative is responsible for:

1. Performing, at a minimum, (with an exception in fall) a frequent inspection of the properties within their zone as determined by the committee chairperson.
2. Escalating community member complaints from within their zone.
3. Working with their unit community members on beautification project recommendations.
4. Reporting issues directly to Committee Chair.
5. Escalating non-compliance findings to the Committee Chair.
6. Recording meeting minutes as directed by Committee Chair.
7. Understanding NMPOA finances or willingness to learn.

Escalation and Prioritization Timeline

| Priority | Item Requested | Completion Timeline |
|----------|--|---------------------|
| 1 | Broken Water Line/Sprinkler Head | 48 business hours |
| 2 | Leaking irrigation or sprinkler lines | 120 business hours |
| 3 | Dead trees with fall chance | 4 days |
| 4 | Excessive weed growth/blight | 5 days |
| 5 | Lawn not cut or maintained | 5 days |
| 6 | Branch/bush trimming over sidewalk | 1 week |
| 7 | Dead trees/bushes with no fall chance | TBD |
| 8 | Gravel replacement | TBD |
| 9 | Tree and bush trimming | 4 weeks |
| 10 | Requests for new or additional landscaping | TBD |

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Membership

The NMPOALC is a standing committee appointed annually by the Board of Directors and will remain active unless specifically abolished by the Board.

The committee’s desired composition is a minimum of 19 members, with one representative from each zoning unit. However, for the committee to be considered formally constituted, it must have at least 10 members, to include a Chairperson. The total number of members shall not exceed 38, as approved by the Board, with all members required to be in good standing.

Committee members serve on behalf of NMPOA to uphold the Governing Documents and may be removed or replaced at the Board’s discretion. To avoid conflicts of interest, any Board Member serving on the Landscape Committee will abstain from voting on matters where a conflict arises.

| Name | Zoning Unit | Membership | Voting Rights |
|------|------------------|-----------------------|---------------|
| | 1 | Member | Yes |
| | 2 | Member | Yes |
| | 3 | Member | Yes |
| | 4 | Member | Yes |
| | 5 | Member | Yes |
| | 7 | Member | Yes |
| | 8 | Member | Yes |
| | 9 | Member | Yes |
| | 10 | Member | Yes |
| | 11 | Member | Yes |
| | 12 | Member | Yes |
| | 14 | Member | Yes |
| | 15 | Member | Yes |
| | 16 | Member | Yes |
| | 17 | Member | Yes |
| | 18 | Member | Yes |
| | 19 | Member | Yes |
| | 20A | Member | Yes |
| | 20B | Member | Yes |
| | Chairperson | Member | Yes |
| | Green Summit Rep | Subject Matter Expert | No |
| | | | |

Voting

A quorum is present when at least (50%) fifty percent of the active members are present. In all votes the majority shall prevail. In the instance of a tie vote, the committee chair has the right to break the tie.

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Subcommittee

In carrying out responsibilities delineated in this document, subcommittees may be formed. The charge of each subcommittee shall include a provision for reports to its parent appointing committee on a defined regular basis.

Meetings

The Committee shall meet as needed, at least once per quarter. All official meetings of the NMPOALC will have at least a two-day (2) prior email notification to the committee members and an annual meeting calendar provided to Managing Agent prior the second meeting of the year. The meeting minutes shall be emailed to the Board Secretary and POA manager within 5 days of any meeting and can serve as the report to the Board for the next regularly scheduled Board Meeting.

The NMPOA Board has the right and authority to take action and/or make decisions with or without involving NMPOALC and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to NMPOALC recommendations, should they see the need.

Maintenance and Review

- This charter is owned and maintained by the Northern Meadows Property Owners' Association Board of Directors.
- This charter may be reviewed annually.

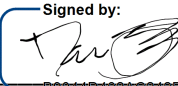
Authority

The Board of Directors has granted the Committee Chairperson, or their designated appointee (formal or informal), the authority to communicate and work directly with the Landscape Contractor on matters related to the maintenance contract. This authority includes:

1. Reporting and escalating instances of non-compliance with contractual obligations.
2. Identifying discrepancies through committee reports and collaborating with the contractor to establish timelines for corrective actions.
3. Engaging in regular communication and meetings, both formal and informal, to address concerns, review ongoing projects, and improve coordination.

It is explicitly understood that no committee member, including the Chairperson or their appointee, has the authority to direct the employees of the Landscape Contractor in the performance of their job duties.

REVISED: 12/12/2024 APPROVED: _____

Signed by: 
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DATE: 1/8/2025