TGHOA LANDSCAPE COMMITTEE DESCRIPTION

**Landscape Committee**: The goal of the landscape committee is to communicate community landscaping needs to the Teagues Grove Board of Directors. The chairperson is appointed by a vote of the Board. The chairperson has no voting privileges. The committee primarily communicates via e-mail and meets as required.

The Landscape Committee is an advisor to the Teagues Grove Board of Directors. Their primary role is not to establish policies, but rather to provide information and options to enable the TGHOA Board of Directors to make fully informed decisions for the Association. Though the Landscape Committee members do have special duties to perform, their position does not afford them special consideration, privileges, or voting rights above and beyond non-officer members. Every volunteer on the committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.

The Landscape Committee works to ensure the beauty of the Teagues Grove’s common areas. Committee members are not required to maintain the common areas themselves but are responsible making sure that whatever work is required is defined and completed in an efficient and satisfactory manner.

**Committee Chair Duties**

a. The role of the Chairperson is to draft the agenda, schedule the meetings, and ensure the meetings are professional and efficient.

b. Ensure all committee members are informed of current events in regards to the committee.

c. Act as a liaison between the committee and the Board of Directors.

d. Be present at committee meetings and Board of Directors meetings at which a report of activities and recommendations shall be presented.

f. Prepare a roster showing names, addresses, and phone numbers of committee members. A copy of the roster shall be emailed to
the Board of Directors. The committee shall promptly update the Board of Directors of any changes in members.

RESPONSIBILITIES AND DUTIES OF THE CHAIR AND COMMITTEE MEMBERS

1. Assist the Board in reviewing the landscape maintenance of all Association common areas, to include landscaping and irrigation.

2. Make recommendations to the Board regarding any landscape issues or improvements to Association common areas.

3. Organize and supervise volunteer projects to improve landscaping in common areas.

4. Develop written detailed Statements of Work (SOW) to correct current identified deficiencies and provide to the Board for review, comment and approval.

8. Ensure proper maintenance of the association irrigation system.

9. Evaluate the current landscaping conditions and make appropriate recommendations to the Board for review, comment and approval.

   a. Identify any deficiencies in the current landscaping or ground maintenance and document any required corrective actions.

   b. Make recommendations to the Board regarding planting projects and annual landscape maintenance and improvement.

   c. Make recommendations to the Board regarding turf management.

10. Conduct year end review of landscape and report results to Board of Directors.

Board Meetings
The Board meeting agenda will have a place for receipt of the Landscape committee reports. If the Landscape committee has an issue or request
which requires Board action, the Landscape committee Chair or representative may appear before the Board under the committee report agenda item to make the request.

**Design of Landscaping**
The landscape guidelines require that the existing footprint is maintained in all general common areas and that all new plantings blend into and complement the overall style and intention of the Teagues Grove community. In keeping with the overall landscaping plan, existing trees cannot be removed. The Board is solely responsible for contracting with mowing vendors.

Issues to consider include:
- Existing vegetation
- Preservation of existing mature trees
- Shade/sun/wind/soil conditions
- Ease of maintenance
- Impact of growth of plantings

The HOA Board reserves the right to modify the landscaping guidelines at any time.

**Provisions for Amendment**
The Landscape Committee Chairperson will submit to the Teagues Grove HOA Board of Directors any recommendations for amending these guidelines.

**Funding**
All committee expenditures shall not exceed or deviate from the approved budget without the approval of the Teagues Grove Board of Directors. All receipts for expenditures must be submitted within 60 days of the expense.

- Prepare and submit a proposed annual Committee budget for the following year to the Board no later than one week prior to the August Board Meeting.