

BROADLANDS ASSOCIATION, INC.

Committee Charter **Conservation Landscaping Committee**

WHEREAS, the Declaration for Broadlands Association, Inc. (the “Declaration”), the Articles of Incorporation for Broadlands Association, Inc. (the “Articles”), and the Bylaws for Broadlands Association, Inc. (the “Bylaws”), collectively known as the Governing Documents, provide that the Lots are subject to the Governing Documents of Broadlands Association, Inc. (the “Association”); and

WHEREAS, Article IV, Section 4.1 of the Bylaws provides that “the business and affairs of the Association shall be managed by the Board of Directors (“Board”); and

WHEREAS, Article VII, Section 7.2 of the Bylaws establishes that the Board of Directors may create and abolish from time to time such other committees consisting of two or more persons as the Board may deem appropriate in the administration of the affairs of the Association;

THEREFORE, it is hereby **RESOLVED THAT** the following committee charter, collectively entitled “Conservation Landscaping Committee Charter,” is hereby adopted, permanently replacing the “Wildlife Habitats Committee Charter,” dated March 2012.

I. Responsibilities

- A. National Wildlife Federation Certification.
 - Monitor and maintain the community’s Certification with the National Wildlife Federation
 - Keep Broadlands actively engaged in NWF’s Community Wildlife Habitats™ project
 - Submit yearly updates on community’s participation in post-certification activities (required by National Wildlife Federation)
- B. Landscaping.
 - Participate in rejuvenation and replanting projects throughout the community.
 - Provide recommendations to the Board of native plant selections, which may be integrated with ongoing landscape maintenance.
 - Subject to Board approval, install and maintain educational demonstration gardens and coordinate volunteer workers.
- C. Administration.
 - Seek out grants for qualified projects to supplement funding.
 - Submit annual budget request for projects and programs.
 - Update and maintain the committee website.
 - Prepare and submit monthly reports for the HOA Board.
- D. Community Outreach.
 - Create programs and community workshops to provide information on site selections, design ideas, plant selections and sourcing.
 - Lead Demonstration Garden informative tours.
 - Create an Information Booklet for new residents to include in the Welcome Package

II. Eligibility

- A. Committee members shall be property owners and who are in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with Broadlands Association, Inc. (“Association”).

III. Appointment & Terms

- A. The Committee chair shall be appointed by the Board of Directors and shall serve a three (3) year term.
- B. The Committee shall consist of at least three (3) persons and such members shall be appointed by the Committee chair or Board of Directors.

VI. Removal

- A. The Board of Directors may remove any Committee member, including the chairperson, at any time.
- B. A Committee member may be removed, upon written notice from the Committee chairperson, for failure to attend three (3) consecutive Committee meetings.

V. Election of Officers

- A. The Committee may elect a Vice Chair who shall be responsible for the duties of the Chairperson in his or her absence and a Secretary who shall be responsible for recording accurate minutes of the Committee's meetings and submitting them to the General Manager, in a timely manner. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of Committee member attendance and all votes of the Committee.
- B. The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee. The duties of the Chairperson may also include, but may not be limited to the following:
 - Develop the meeting schedule;
 - Prepare meeting agendas;
 - Provide each Committee member an opportunity for input;
 - Ensure Committee members and those attending the meeting are treated fairly and with respect, including when necessary ordering offending members or other attendees to leave the Committee meeting;
 - Assign Committee members tasks as necessary;
 - Serve as the liaison to the Board and represent the Committee to the Board on any Matters;
 - Serve as the liaison to the General Manager and represent the Committee at any meetings with the General Manager;
 - Ensure that the Committee is performing duties as detailed in this resolution and requested by the Board of Directors.
 - Ensure that notices of Committee meetings are provided in accordance with this Resolution.

VI. Meetings

- A. **Time, Place, Notice.** Committee meetings shall be held in a recognized meeting place of the Association. All Committee meetings shall be open to the Association membership. The Committee Chairperson shall ensure that all Committee meeting dates of the Committee are listed in the newsletter (when possible) or publicized through any other means of posting that the Board deems appropriate.
- B. **Cancellation, Rescheduling of Meetings.** If it is necessary for the Committee to reschedule or cancel a meeting, the Committee Chairperson shall notify the management staff as soon as possible so that the membership can be reasonably notified. The Committee Chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings.
- C. **Meeting Minutes.** Minutes shall be taken of each Committee meeting. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of Committee member attendance and all votes of the Committee.
- D. **Voting.** A majority vote of members while a quorum is present shall constitute a decision of the Committee. All voting shall be conducted in open session.

- E. **Resident Input.** The Committee Chairperson shall designate a time period on each meeting agenda for resident input.
- F. All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

VII. Communications

- A. In the interest of ensuring strong communications between the Board of Directors and the Committee, it is expected that the Committee Chairperson, or his or her designee, will provide a report to the General Manager no later than noon on the Tuesday prior to a regularly scheduled business meeting of the Board of Directors. The Committee is encouraged to present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee Assignments.
- B. The Committee is expected to maintain regular communications with the Board of Directors and with the General Manager.
- C. It is expected that the Committee will provide accurate and timely information about its activities for publication in the newsletter and other communication vehicles of the Association. It is the responsibility of the Committee to ensure that this information is updated on a regular basis.

VIII. Sub-Committees

- A. The Committee may designate volunteer sub-committees to work on specific projects on behalf of, and at the direction of, the Committee. Sub-committee volunteers are not voting members of the Committee unless they have been appointed as such in accordance with Section III of this resolution.