

Landscape and Grounds Advisory Committee:

PREAMBLE:

The exterior of our building creates the first impression of our home; therefore, considerable time, effort and resources have traditionally been invested in proper care of the grounds. We strongly believe however, that "a home and its surroundings should be a positive reflection of the character of the people who live there" and, in response to suggestions received from owners and residents, the Board of Directors has taken the initiative of establishing a Landscape and Grounds Advisory Committee.

The Board manages the affairs of the corporation directly, through our appointed Property Manager and any contracted professionals. Advisory Committees are created to extend the Board's necessarily limited capacity for research and detailed knowledge in every specialized area. Members of the committees do not have executive authority or responsibility and do not direct or implement the work itself.

TERMS OF REFERENCE:

1. The function of this committee is to advise and make recommendations to the Board of Directors for the development and maintenance of our landscaping, gardens and grounds. This will include researching and assessing both their own and other owners' ideas, preferences and suggestions, and coordinating them into an overall, long-term plan, which can then be considered by the Board and subsequently budgeted and implemented through the Property Manager and the contractors.
2. The committee shall consist of a minimum of three and a maximum of five members, including a Chairperson, all appointed by the Board.
3. The Board may, at its discretion, assign one director to have primary contact with the committee.
4. The Chairperson will report regularly to the Board on the activities of the committee and, when appropriate, will present to the Board any formal projects and recommendations or general concepts that the committee may develop.
5. Annually, prior to the establishment of the corporation's fiscal year's budget, the committee will prepare recommendations to the Board of Directors for expenditures to improve and maintain the grounds and gardens.
6. As and when required, the committee will, with the Property Manager, review and recommend to the Board of Directors, the specifications and content of any existing or proposed contract for landscape, garden and grounds maintenance.

7. Landscape, garden and grounds is defined as including:

- a. all lawns and open areas
- b. all flower beds
- c. all trees, shrubs and plants
- d. all fencing, handrails and permanent seating and includes steps, sidewalks and walkways, and their borders. [Note the exception of HPGR controlled lands.]

8. Maintenance is defined as including:

- a. the selection and location of annual flowering plantings
- b. the selection and location of seasonal flowering bulbs
- c. a program for pruning and spraying trees and shrubs
- d. plans for removal and/or replacement of trees and shrubs
- e. regular routine tilling, weeding, clearing, mowing and trimming.

9. In order to perform the foregoing functions, the individual members of the committee may necessarily have some contact and discussion with the Property Manager, but the primary responsibility for such contact will lie with the Chairperson. The Property Manager retains the direct management responsibility for all work contracted on behalf of the corporation.