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## **MONTEBELLO CONDOMINIUM UNIT OWNERS ASSOCIATION**

### **ADMINISTRATIVE RESOLUTION NO. 170**

**Date: August 11, 2020**

#### **GROUNDS COMMITTEE TERMS OF REFERENCE**

WHEREAS, Article 3 the Bylaws of the Condominium assigns to the Board of Directors “all the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act or the Condominium Instruments required to be exercised and done by the Association”; and,

WHEREAS, the Board of Directors wishes to promote through a committee system that provides meaningful volunteer experience for residents; taps resident creativity, expertise and enthusiasm; and works effectively as part of Montebello’s governance system; and,

WHEREAS, the Board recognizes active, creative committees benefit the community and our governance, providing independent assessment of ideas and issues from residents’ broad and varied experience, and,

WHEREAS, the Board values community input and wishes to encourage residents to become involved,

WHEREAS, the Board has adopted the following vision statements for Association grounds:

#### Lawns:

Our healthy and lush lawn softens our hardscape areas, serves as a recreational amenity, and acts as the gateway to our other landscaped areas, creating a positive impression on all who live here and those who visit our community.

#### Interior Landscaped Areas:

Our beautifully landscaped, well maintained, interior grounds inspire us, enhance the natural environment, provide a tapestry of the four seasons, and offer a respite from the outside world.

#### Transitional Landscaped Areas:

Our transitional, lightly landscaped areas provide entry into our beautiful woodlands, easing the transition between our woodlands and our urban environs through the intermingling of shade-loving plants, flowers, and shrubs with old-growth and mid-canopy trees.

#### Woodlands:

Our woodlands, with natural walking trails, are ecologically healthy and safe, with noninvasive tree species planted or naturally regenerating in appropriate locations, together with a healthy mix of understory trees, shrubs, and herbaceous plants normally occurring in upland oak-hickory stands.

And,

WHEREAS The Board desires to foster programs aimed at realization of the visions,

NOW, THEREFORE, BE IT RESOLVED THAT the following terms of reference are adopted for a committee called "Grounds Committee".

### **Grounds Committee Responsibilities**

#### **Mission Statement:**

The Grounds Committee serves to advise the Board of Directors of the Association by researching, proposing and recommending actions to continuously preserve, maintain and enhance Montebello's lawns, interior landscaped areas, transitional landscaped areas, and the natural beauty of its woodland landscape for our property owners' enjoyment and preservation of owner's equity.

The purpose of the Committee is to advise the Board in the maintenance, preservation, and enhancement of the Community's vegetative infrastructure and design, and to offer recommendations to the Board for the care and maintenance of the common area grounds that enhance the community's pleasant overall environment.

#### **Objectives:**

1. To recommend policies that protect Montebello's woodlands and streams.
2. To recommend short and long-term improvement projects that will enhance Montebello's landscape and amenities.

#### **Responsibilities:**

1. Advise the Board in developing policies related to the maintenance, preservation, enhancement and use of the Association's grounds.
2. Make recommendations to the Board on budget items (adhering to approved budget guidelines) relating to the responsibilities of this Committee as a part of the annual Association budget cycle,
3. Work, as requested by the Board, on Replacement Reserve Studies and related long-range planning.
4. Make recommendations to the Board (adhering to approved budget guidelines) with respect to capital or landscape and woodlands improvements, enhancements, and/or alterations.
5. Recommend to the Board, a grounds and woodlands maintenance program.

6. Develop and update annually a rolling 5-year plan with prioritized yearly goals, projects and tasks for recommendation to the Board.
7. Research and provide recommendations to the Board on those projects approved by the Board.
8. Provide regular articles on landscaping activities for the Association's newsletter, *The Times of Montebello*.
9. Conduct, with the Board's permission or at the Board's request, meetings to obtain views and comments of the Association's members on the proposed operation and maintenance policies, modifications, and improvements to the grounds, and any other responsibilities of this Committee.
10. Make recommendations to the Board on changes to the design of the common elements.
11. The Committee shall maintain a list of priority areas for volunteer activity and coordinate volunteer efforts.
12. Perform other functions as directed or approved by the Board.

## **MANNER OF ORGANIZATION**

The Grounds Committee shall be a standing committee.

**Grounds Committee Membership** - The Grounds Committee's initial membership shall be those residents joining the committee at time of formation or as subsequently applying. Voting membership of the committee shall be owners and residents, and merit one vote per committee member. Prospective committee members shall complete the committee membership form and have attended at a minimum, two (2) meetings within a six month period prior to achieving voting status at the third meeting. Membership will be lost after three (3) consecutive, unexcused absences from regularly scheduled meetings. All non-members may attend as guests.

**Quorum And Absences** - Committee members who request excused absences for more than two (2) consecutive meetings shall not be counted as part of the total voting membership. Regardless of extended excused absences, a minimum of five (5) voting members is required for a quorum. The chair is responsible for determining the presence of a quorum at the start of the meeting, and so noting for the minutes. Business may not be transacted in absence of a quorum.

**Chair** - Appointment. The Committee shall recommend appointment of a Chair to the BOD and the appointment shall become effective upon BOD approval. The Chair shall serve a one-year term and shall be eligible for reappointment. The appointments are for a period of one year commencing January 1 and ending December 31 and are renewable. A Vice Chair or Co-Chair may be appointed at the President's discretion. Any reference herein to the Chair is presumed to include either of the additional leadership positions.

**Removal of Chair or Members** - Any member of a committee may be removed by the Board and/or President, at the recommendation of the Board Liaison in consultation with committee members.

**Appointment for Chair Vacancy** - When the chair position is vacant, the Board Liaison may call a meeting of the committee, the first piece of business being to appoint a temporary chair for that meeting. If more than 30 days expire after the effective date of a chair's resignation or vacancy with no recommendation from the Committee for a new chair, the Board may appoint an Interim Chair without regard to any existing requirement as to prior committee membership or meeting attendance threshold to qualify as a member of the committee. An Interim Chair will have no vote unless or until that person qualifies for membership.

**Administration** - The Chair will maintain a committee roster, attendance at all scheduled meetings, and a file of membership applications.

### **Members**

1. Attend and participate in the meetings regularly.
2. Promote positive community experience and effective group participation.
3. Participate in group problem solving and management of difficult issues in the spirit of community.
4. All forms of communication (e.g. in person, email, telephone) shall be professional, devoid of personal attacks or inappropriate remarks.

### **MANNER OF OPERATION**

**Meetings** - Normally the committee will meet on a monthly basis and may be scheduled more frequently when circumstances dictate. Advance notice of a meeting will be distributed to each Committee member and all meetings of the Committee (or ad-hoc committees, sub-groups or working-groups, etc.) shall be announced and open regardless of the topic. Meetings shall be conducted under the current version of *Roberts Rules of Order*. *Roberts Rules of Order* shall be the parliamentary authority. A package of Committee meeting materials shall be available to residents at the front desk and posted on the Association's website at the same time that the information is made available to Committee members.

**Votes** - Votes shall be recorded in accordance with current Virginia Condominium Statutes. All votes must be recorded by individual names of the Committee members, unless the vote is unanimous.

**Minutes** - The Chair shall designate a recorder. Board Liaisons shall not take minutes of meetings.

**Budget Requests.** Committee budget requests and justifications must be forwarded to the Association Office in accordance with the timeline set in the most recent version of the Budget Guidelines (GR #20). If the committee's recommendation is disapproval, the committee may appeal this recommendation to the Board.

**Subcommittees** - From time-to-time the Chair may appoint subcommittees as appropriate so long as each subcommittee is assigned specific goals, objectives, and tasks. Each subcommittee will be chaired by a Committee member designated by the Committee Chair, but may include non-committee members in order to avail itself of special skills or knowledge to supplement that available from Committee membership.

**Annual Self-Evaluation** - The Chair and other members shall conduct an annual self evaluation (also known as "Lessons Learned") to determine how performance might be improved upon and brief the Board accordingly.

