

HILLS HIGHLANDS MASTER ASSOCIATION COMMITTEE CHARTER

HHMA Landscape Committee

Committee Purpose: The purpose of the HHMA Landscape Committee is to: assist the HHMA Executive Committee and the Board in maintaining, repairing, and improving the landscape under the stewardship of the Association.

Committee Responsibilities: It shall be the responsibility of this committee to:

- (a) Adhere to the HHMA Code of Conduct and Ethical Practices
- (b) Adhere to Standard Operating Practices established / approved by the HHMA
- (c) Oversee and monitor, on behalf of the HHMA Board, the general landscape maintenance, repair and improvement projects pertaining to the common properties under control of the HHMA.
- (d) Monitor spending on behalf of the HHMA Board, regarding landscape maintenance, landscape improvements and tree and shrub replacement (not to exceed approved budgets).
- (e) Assist management in the preparation and review of requests for proposals (RFPs) pertaining to the maintenance, reparation or improvement of the common properties.
- (f) Oversee in conjunction with Management and the Board renewal of the Landscape Maintenance Contract. Conduct due diligence on vendors, evaluate bids relating to RFPs, and rank proposals. Recommend best options to the HHMA Executive Committee and Board for approval. Clarify any issues or specific questions by providing objective detailed answers and recommendations.
- (g) Recommend and seek approval of specific projects to improve or resolve problems with the common property landscape. Plan and oversee execution of approved projects. Update the Executive Committee and Board as necessary.

Committee Organization: The Committee is composed of 5 to 7 members who express interest in serving on the committee. Only one member per residence is permitted.

The Chairperson will be selected by majority vote of the Landscape Committee Members or in the event of a tie by the HHMA Executive Committee. The term of the Chair will be two years if challenged.

The role of the Chair is to lead the committee through the business of planning, implementing and evaluating the projects of the committee, basing decisions on guidelines established by Hills Highlands Master Association ("HHMA") Governing Documents and approved Resolutions. The Chair will act as the liaison between the Committee and HHMA management and will be the primary correspondent to HHMA management.

Committee Operations: The Committee will meet once a month or as needed throughout the year at a mutually convenient time as determined by the members of the Landscape Committee at the HHMA Clubhouse Facility on Hansom Road, landscaping location, or via a virtual platform.

A designated committee member will record the minutes of each committee meeting. The Committee will submit a written reports of activities in progress and minutes of all meetings one week prior to each board meeting.

Committee members serve to assist the HHMA Board of Trustees in conducting community business. Members serve at the pleasure of the Board as designated in the HHMA Public Offering Statement and approved Resolutions.

The Committee will not:

- (a) Not engage contractors, vendors or homeowners directly. Communication with contractors, vendors and homeowners will be conducted exclusively through Access Management. Exceptions shall be agreed to with the Property Management Company prior to communicating with contractors, vendors or homeowners.
- (b) Modify existing Standard Operating Procedures without consensus of all committee members.

The Committee will not request the Management Company staff to take any action outside the scope of this Charter as outlined above.