

Committee Guidelines

Committee Name: Landscape Committee

Committee Scope: Responsible for monitoring the common area grounds and landscaping (including trees, grass, and shrubbery) and providing suggestions to ensure our neighborhood is always looking its best.

Members: Up to 5 total: Chairperson + additional 2-4 members

Meeting Cadence: Quarterly

Reporting Cadence: Quarterly to the Board / Quarterly to the community via newsletter, website and open meetings.

Specific Roles: TBD based on decisions of Committee

Standard Operating Procedures: Provide oversight of landscaping in and around the neighborhood. Collaborate with our contracted landscaping service and Community Management to ensure the ongoing maintenance is meeting our requirements as well as identify areas of concern that need to be brought to the Board's attention. Suggest improvements that can be taken into consideration and planned for/budgeted in advance.

Conduct an annual review of the all ongoing maintenance and provide input to the Community Management company so they can be well-informed when it comes time to look at contract extensions and potential services in addition to what is currently contracted.

Communications: The Committee will provide a quarterly update to be sent via newsletter by the Communications Committee. This information will also be accessible on the MGE website for reference.

Committee Chairperson will be required to provide updates to the community via the Quarterly Open Meetings. Should the Chairperson not be available, he/she must delegate this responsibility to another member sitting on the committee.