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**Skagit Highlands Homeowners Association  
Advisory Landscaping Committee**

**CHARTER**

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**PURPOSE:** The purpose of this Charter is to define the mission, authority, responsibilities, and membership for the Skagit Highlands Homeowners Association's (herein after referred to as "The Association") Advisory Landscaping Committee. The charter also conveys commitment from and implied support by Members of the Association (Owner of any Unit, hereinafter referred to as "Member(s)"), the Association's Board of Directors (hereinafter referred to as the "Board"), as well as Community Association Managers (hereinafter referred to as the CAMs) with Trestle Community Management (providing community association management services, hereinafter referred to as "Trestle"). The information contained here will be the basis for the project plans and controls.

**SCOPE OF AUTHORITY:** This Charter applies to the Association's Advisory Landscaping Committee in the:

1. Identification of, and familiarization with, all common areas (i.e. parks, trails, open areas as well as areas deemed sensitive areas) in the plat of Skagit Highlands, and the current associated scope of vendor landscaping services;
2. Analyzing information, including but not limited to, the Association's governing documents consisting of Covenants, Conditions & Restrictions (hereinafter referred to as CC&Rs) and plat maps, and making recommendations to the Board for changes in scope of landscaping services with best value while preserving aesthetic value as the goal for making those recommendations;
3. Attending committee meetings and participating in projects and assignments;
4. Drafting relevant newsletter articles and community website posting and presented to and approved by the Board;
5. As directed by the Board of Directors, participate in a bidding process to ultimately engage a vendor with the best pricing with quality of service,

**AUTHORITY:** Ultimate authority for this Committee, all recommendations and assignments, lies with the Association's Board.

**COMMITTEE PURPOSE:**

To: Make recommendations to the Board to identify and control landscaping maintenance scope of services and related expenses while simultaneously helping to increase homeowner awareness of the common area amenities of the Association.

**CONDUCT OF OPERATIONS:**

1. Periodically meeting and together conducting a physical audit of each common area tract.
2. Periodically providing a comprehensive, written tract-by-tract recommendation for identified scope of service (including scope of service for landscape maintenance and summer irrigation schedule).
3. Individually inspecting parks and common areas and promptly reporting vandalism, safety and repair needs to the committee Chair for reporting to Trestle.
4. When requested by the Board, assisting in a bidding process extended to vendors identified as holding the minimum required in standards of service (i.e. L&I standards, licensing, insurance, bonding, etc.) currently set by the Board. Meeting and analyzing bids received

and presenting final recommendation to the Board to contract with a landscape maintenance provider.

5. Orchestrate specifics and schedule community-wide common areas' clean-up, with Board approval & over-sight.
6. Keep written minutes of all meetings and present all work product and meeting minutes to Trestle for the Board of Directors and at the annual membership meeting or provide Committee representation for oral reports, when appropriate.

**MEMBERSHIP:**

1. Landscaping Committee Members are dedicating an agreed-upon amount of time upon joining the committee. Members must be a Member In Good Standing, i.e. assessments current, no outstanding CC&R and/or Rules violations, and a current and continuing resident (e.g., home is not an approved rental or listed for sale). The Committee members must:
  - Review and sign a Committee Member or Volunteer Confidentiality Agreement.
  - Review and sign a Committee's Code of Conduct.
  - NOT disclose contact information as follows:

Name	Phone	Address	E-Mail

b. Other Support is comprised of Trestle that will interface with the Board.

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**REVISION:** This charter may be reviewed, communicated, and revised as deemed necessary by the Board.

Approved by the Skagit Highlands Homeowners Association Board of Directors

this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

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President