
Roles and Responsibility Guidelines

For The

Stapleton Row Home Association

Landscaping Committee

Role and Responsibility Guidelines for the Stapleton Row Home Association Landscaping Committee

Adopted on (Date) by the Stapleton Association Homeowner's Board of Directors.

Statement of Purpose

The mission of the Stapleton Row Home Association ('the Association') is to promote the long term value of the neighborhood and the harmony and social interaction between the residents for the greater good of the neighborhood. Per the Charter, the landscape surrounding the buildings is a unifying element of the Stapleton Row Home neighborhood. To enable the Association to succeed in its mission, there are guidelines, rules and regulations of the Association which must be followed by the residents in the neighborhood.

The Landscaping Committee supports a very important component of the Association's mission. These guidelines are adopted pursuant to the authority granted to the Board of Directors of the Association ('the Board').

Landscaping Committee Guidelines

The Landscaping Committee was created by the Board. The Committee is a supporting group of the Board and is assigned to deal with the regular and on-going landscaping activities as they affect the Association's common area landscaping.

The Landscaping Committee supports the Board with activities and decisions related to the Association landscaping.

The Landscaping Committee is committed to preserving the unifying characteristics of the Association landscaping.

The Landscaping Committee members represent the entire Association in their actions and input.

The Committee and Board are to be responsible stewards of the Association member's fees.

The Landscaping Committee membership level shall be targeted at 5 to 7 members, with one member acting as the Chairperson.

The Landscaping Committee chairperson shall have the duties as outlined below.

- Serve as the Committee chairperson for (1) year.
- Organize the regular Committee meetings throughout the year (location, invitations, reminders, etc).
- Act as the main spokesperson of the Committee with the Association management company and the landscaping services company.

The Landscaping Committee shall meet approximately once per quarter during the year.

The Landscaping Committee shall provide regular updates to the Board at each regularly scheduled Board meeting throughout the year.

The Landscaping Committee duties include –

- The committee conducts regular monitoring of the annual landscaping services provided by the contracted company.
- The Committee provides regular feedback to the Board on the quality of the services.
- The Committee provides input to the Board in regards to regular plant and landscaping maintenance, including plant removal and replacement.

All final decisions related to landscaping are the sole responsibility of the Board.