

Key Vista Villas Homeowners Association

Grounds Committee Charter

Purpose: This Committee is commissioned by the Board of Directors to oversee the Key Vista Villas landscaping; interface with the selected landscape vendor and report to the Board of Directors.

Term: This is a standing committee with no end date.

Organization: The Committee shall have a Chairperson elected from the Committee members and appointed by the Board of Directors. The Chairperson may change from time to time. The Committee will be comprised of no less than 3 and no more than 9 members drawn from the residents of Key Vista Villas. Membership is open to all residents; both fulltime and part-time. Names of members shall be provided to the Board of Directors Secretary, as needed.

Meetings: The committee meetings will be noticed in advance via the Clubhouse inside bulletin board and email. There shall be a minimum of one noticed meeting in every calendar month with a representative of the landscape vendor present. A Committee member shall be designated to take minutes and copies of these minutes will be turned over to the Board Secretary on a monthly basis.

Responsibilities:

- The Committee will meet as described above.
- The Committee will solicit, interview, and make recommendations to the KVV BOD for Landscape service vendors as necessary but no less than annually.
- The Committee will review TSC's and address issues with the Landscape Vendor.
- The Committee will respond to homeowners regarding TSC's that should not be sent to the Landscape Vendor.
- The Committee will work with the Landscape Vendor to prepare, execute and present the Key Vista Villas Landscape Repair Checklist & Acknowledgement Form to the KVV BOD

Relationship to the Board of Directors: The Chairperson, or his/her appointed representative shall make a report to the Board of Directors at all scheduled meetings. A member of the Board of Directors shall be designated as the board liaison.

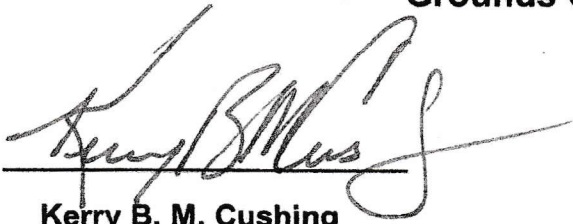
Funds: The Key Vista Villas annual operating budget has designated funds for payment of the landscape vendor. The Chairperson shall participate in the annual budget preparation as it pertains to landscaping vendors.

Dated: 6-26, 2019. This document consists of two (2) pages and one (1) attachment (Key Vista Villas Landscape Repair Checklist & Acknowledgement Form)

Signature Page Follows

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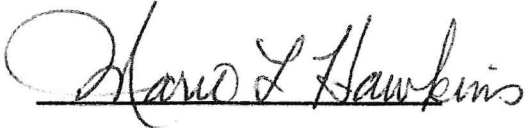
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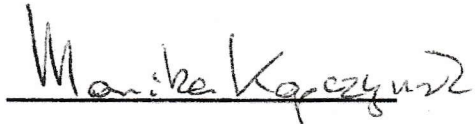
Kerry B. M. Cushing
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Gary Harris
Vice President



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Secretary



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Treasurer
