

SUMMERWIND CONDOMINIUM OF COCOA BEACH

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LANDSCAPE COMMITTEE CHARTER

BACKGROUND

In past years, management of the grounds surrounding Summerwind has been the direct responsibility of the Board of Administration (BoA). Board members not only managed the lawn maintenance contractor but also made all decisions regarding landscape design and maintenance and, in many cases, performed the landscaping tasks themselves. As an improvement to this historical approach to managing our property, the Board decided in 2018 to formally charter a Summerwind Landscape Committee to assume responsibility for on-going landscape design and grounds management.

PURPOSE OF THIS DOCUMENT

The purpose of this document is to formally establish the Summerwind Landscape Committee and to delineate its role, responsibilities and limits of authority. The Committee will serve at the discretion of the Board of Administration with the BoA having final decision-making authority for:

- Recommended changes to the currently approved overall landscape design plan, and;
- Any grounds maintenance expenditure of \$100 or greater.

COMMITTEE RESPONSIBILITIES

At the direction of the BoA, the Landscape Committee shall:

1. Develop and present to the BoA for approval a comprehensive long-range Summerwind landscape design and implementation plan;
2. Assist in implementing the approved landscape design and make recommendations to the BoA for on-going updates to the design to maintain and improve the integrity of the landscape surrounding our Condominium;
3. Oversee and assess the performance of the grounds maintenance contractors:
 - a. In carrying out routine lawn, shrub, tree and irrigation system maintenance tasks;
 - b. By verifying completion of new work orders by area walkdowns and inspections;
4. Schedule in late July or early August of every year the annual trimming of all trees on the property. The BoA will provide direction as to when a "hurricane trim" is required.

5. Make written recommendations to the Board regarding contractor service-level improvements and their associated costs;
6. Evaluate contractor proposal responses, check references, and conduct contractor interviews when selecting new commercial landscape service providers for the Condominium;
7. Provide monthly summary updates to the BoA on landscaping and grounds maintenance progress and issues;
8. Provide Committee status reports during regularly scheduled BoA and Condominium Association meetings.
9. Schedule with the BoA semi-annual grounds inspections (to be conducted in the spring and fall) for assessing the current landscape design and its appropriateness for the upcoming six-month period;
10. Provide landscaping requirements cost input to the BoA during the preparation of the annual budget.

SCOPE OF RESPONSIBILITY

The Committee's scope of responsibility encompasses all outside real property areas that impact the Condominium's landscaping goals, to include (1) recommending and maintaining landscape design standards, (2) overseeing landscape contractors' performance and (3) making recommendations to the BoA for landscape maintenance contract changes.

MEMBERSHIP

The Committee will consist of three member/volunteers from the Owner community. One member shall be selected by the Committee as Chairperson and will serve 2-year term. The other two committee members shall serve 1-year terms.

The Chairperson shall for be responsible for liaison with the Board on all Committee matters.

Members of the Committee serve at the pleasure of the BoA and shall be appointed or removed by the Board at any time for cause.

REPORTS TO

The Committee reports directly to the BoA. Committee members are not required to react or directly respond to suggestions or demands by any individual unit owner or group of owners. Overall responsibility for landscape management rests with the BoA. Committee members should politely request owners to communicate in writing to the BoA their landscaping desires, recommendations and concerns. The BoA will review the owner's input and, likewise, respond in writing to all matters requested this way.

MEETINGS

The Committee will meet at least monthly for coordination on all on-going Committee matters.

At least one Committee member shall attend Board meetings to provide status updates on landscape operations, conditions and issues.

The Chairperson will attend all regularly schedule Condominium Association meetings and provide Committee status reports to owners.

REPORTING REQUIREMENTS

For record purposes, the Committee will prepare and submit to the BoA a written Quarterly Summary Report on its on-going and completed activities.

NEWSLETTER

The Committee may, at its discretion, provide a periodic newsletter to the BoA for approval and distribution to owners.

TERM

Membership on the Landscape Committee is voluntary, and terms shall not exceed one year in duration. There are no restrictions on the number of voluntary terms a member can serve.

BUDGET & EXPENSES

As a line item in the overall Summerwind Operating Budget, the Committee will be provided an annual operating budget intended to fund all landscape and lawn maintenance activities. This BoA established budget will have a "Not to Exceed" financial ceiling which cannot be exceeded in any calendar year without specific BoA approval.

Within the limits of the committee's established budget, on-going minor cost outlays not exceeding \$99.99 can be approved by the Committee.

Any expenditure equal to or greater than \$100.00 must be presented by the Chairperson to the BoA for approval.

AUTHORITY

The Committee shall have the authority to make landscape changes consistent with the board approved design, including removal and replacement of plants and trees (a tree is defined as any plant over five feet tall) if expenses do not to exceed the allocated annual budget ceiling.

The Chairperson shall also have authority to request proposals and information from the grounds maintenance contractors.

RESTRICTIONS

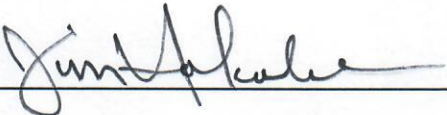
1. Brevard County FL local governments have enacted a rainy-season fertilizer blackout period that extends from June 1 through September 30. The restriction is meant to give the Indian River Lagoon system a respite from the nitrogen and phosphorus influx that fuels toxic algae blooms. Accordingly, no lawn fertilizer applications are allowed during the blackout period.
2. Due to potential damage to newly planted shrubs and trees, plantings of these sorts should not be made during the annual hurricane season that extends from June 1st through November 30th. Transplanting should be accomplished during the winter months when shock and impact to the plants is minimized.

EFFECTIVE DATE

This charter is effective on 1 July 2018. Updates to this Charter, as required, will be published as Amendments to this document.

By: Summerwind Board of Administration

Date: July 3, 2018



Jim Holcombe, President



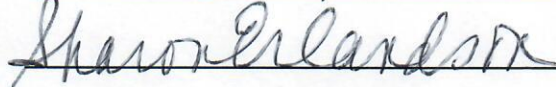
Al Olson, Vice President



Jeri Werner, Secretary & Treasurer



Matt Tanis, Director at Large



Sharon Erlandson, Director at Large