

Landscape Committee Charter — Template for HOAs & Condominiums

TOP LAWN AND OUTDOORS — MANAGER RESOURCE

Landscape Committee Charter

A fill-in template for community associations establishing (or re-chartering) a landscape committee. Replace bracketed text. This is a general template — align it with your governing documents and have your association’s counsel review before adoption.

[COMMUNITY NAME] COMMUNITY ASSOCIATION LANDSCAPE COMMITTEE CHARTER Adopted by the Board of Directors on [DATE] · Resolution No. [____]

1. Purpose

The Landscape Committee (the “Committee”) is established by the Board of Directors (the “Board”) to support the beautification, health, and long-term value of the Association’s common-area landscape. The Committee is **advisory only**: it studies, monitors, and recommends. All spending, contracting, and policy authority remains with the Board.

2. Scope

The Committee’s scope covers Association-maintained common areas only, including entry monuments, medians and streetscapes, amenity-center grounds, parks, trails, and detention/greenbelt edges as applicable. The Committee’s scope excludes:

- Individually owned lots and any enforcement matters (architectural review and covenant enforcement remain with their designated bodies)
- Direction of the landscape contractor’s crews or personnel (all vendor direction flows through the community manager)
- Any commitment of Association funds

3. Composition and terms

- The Committee consists of [3–7] members in good standing, appointed by the Board for [one-year] terms.
- The Board appoints the Committee chair. The community manager serves as a non-voting liaison.
- Members are expected to attend meetings, walk the property, and disclose any conflict of interest (including any relationship with a bidding or contracted vendor) before participating in a related recommendation.

4. Duties

1. **Quarterly property walks.** Walk designated zones and record conditions with photos; deliver a short written summary to the manager.
2. **Annual priorities memo.** Each [July], recommend next year's enhancement priorities to the Board in time for budget season, with rough-order costs gathered through the manager.
3. **Seasonal color and enhancement input.** Review vendor proposals for color rotations, plant replacements, and bed redesigns; provide a recommendation to the Board.
4. **Bid-cycle support.** When landscape maintenance is bid, the Committee may review proposals against the Association's bid matrix and provide a written evaluation to the Board. The Committee does not select the vendor.
5. **Resident input channel.** Receive landscape-related resident suggestions via the manager and reflect recurring themes in Committee summaries.

5. Meetings and reporting

- The Committee meets [quarterly] and additionally during bid cycles.
- Written recommendations go to the Board through the community manager. The Committee has no direct-to-vendor channel; this protects both the Association's contract and the Committee's members.
- A Committee report is provided for each regular Board meeting packet, even if brief.

6. Budget

The Committee has no spending authority. The Board may allocate a Committee expense line of \$[____] annually for supplies (e.g., printing, walk materials), administered by the manager.

7. Amendment and dissolution

This charter may be amended, and the Committee re-chartered or dissolved, by Board resolution at any time.

Approved:

_____ · President, Board of Directors · Date: [____]

_____ · Secretary, Board of Directors · Date: [____]

*Provided by TOP Lawn and Outdoors, LLC — commercial and community-association landscaping for Greater Houston and the Brazos Valley — **toplawnoutdoors.org**. This template is provided for general informational purposes and is not legal advice; have your association's counsel review before adoption.*