

EXTON STATION COMMUNITY ASSOCIATION LANDSCAPE COMMITTEE GUIDELINES

PURPOSE:

The landscape committee shall exist for the purpose of advising and assisting the Exton Station Community Association Master Board of Directors and Association Manager to preserve and enhance the aesthetic appearance for beautification and maintenance of the community properties and common areas.

ORGANIZATION STRUCTURE:

- The committee shall consist of five (5) to seven (7) homeowner residents.
- The volunteer members of the committee shall select a Chairperson and a Secretary from within its membership.
- The Chairperson shall preside at all committee meetings, and the Secretary shall be responsible for taking minutes at all meetings and submit a copy of the minutes to the Master Board of Director and Association Manager.
- The Chairperson shall be responsible for transmitting any and all recommendations to the Master Board of Directors and Association Manager.

MEMBERSHIP:

- Each committee member shall be a resident "Owner" and a member in "good standing" in Exton Limited Condo Association, Jenny Lind Village Homeowners Association, Railway Square Condo Association and Vanderbilt Village Homeowners Association.
- The definition of "Owner" as stated in the Association Declaration is: "Owner is record owner of fee simple title to any Dwelling or Unit which is situate within the property".
- The definition of "good standing" as stated in the Association Declaration is: "A member shall be deemed to be in "good standing" if, and only if, he/she shall have fully paid all assessments made or levied against him/her or against his/her dwelling or unit by the Board of Directors as hereinafter provided, together with all interest, costs, attorneys' fees, penalties and other expenses, if any, chargeable against him/her or against his/her dwelling or unit".

TERMS:

- There shall be no term limitations on committee members.
- The committee Chairperson and Secretary shall change annually.

MEETINGS:

- The committee shall meet on a regular basis, and the Chairperson shall be responsible for deciding how many committee meetings are required throughout the year to successfully plan and oversee its activities.
- The committee shall meet a minimum of once every two months.
- The committee may schedule additional meetings as deemed necessary to accomplish its duties.

- A meeting schedule for the year shall be provided to the Master Board of Directors and Association Manager.

QUORUM:

- A majority of the committee members shall constitute a quorum for the transaction of business.
- The vote of a majority of the members present at which a quorum is present shall constitute the decision of the committee.

DUTIES:

- Members shall act for the good of the community as a whole.
- Review landscape contractor performance.
- Inspect the grounds on a regular basis and provide a written report to the Master Board of Directors and Association Manager.
- Committee functions in an advisory capacity to the Master Board of Directors and will present written recommendations for review and approval.
- All evaluative comments and suggestions to enhance the contractor's performance shall be channeled through the Association Manager.
- Committee does not have the authority to give directions and/or instructions to contractors, management or their employees and will not communicate or represent the Association's or Committee business interests or positions outside the Association or seek bids for services or any other matters without the explicit written consent of the Master Board of Directors.
- Committee serves at the will of the Master Board of Directors and may at any time be disbanded and reformed as may be deemed necessary by the Master Board of Directors.
- Committee serves to provide recommendations and advice to the Master Board of Directors with the Master Board of Directors making all final and binding decisions for the Association as authorized by the Association Declaration.