



Grounds Committee – Roles & Responsibilities

1. Purpose of the Committee

- Act as an advisory and oversight body to the Board of Directors on all landscaping, irrigation, hardscape, and common-area grounds maintenance matters.
- Ensure the community's appearance reflects the standards in the CC&Rs, Design Guidelines, and Board-adopted policies.
- Help protect and enhance property values through cost-effective, attractive, and sustainable landscaping.

2. Composition & Appointment

- 3–7 volunteer homeowners (odd number preferred for voting)
- Appointed annually by the Board
- Chair and Co-Chair (or Secretary) appointed by the Board or elected by committee members
- At least one Board liaison (optional but recommended)

3. Primary Duties & Responsibilities

A. Monitoring & Inspection

- Conduct regular walkthroughs of all common areas, entrances, and walls
- Document condition of grass, beds, trees, shrubs, irrigation, hardscape, lighting, and drainage
- Use a standardized checklist and take dated photos - This is to help with any needs that arise approaching adjacent homeowners for repair work as these costs need to be split or covered by them if the issue is on their side of the wall.

B. Vendor Oversight

- Serve as the Board's "eyes and ears" on contractor performance
- Verify that contract specifications are being met weekly
- Report deficiencies immediately to the property manager and Board
- Participate in annual contract renewal evaluations and RFP/bid processes
- Keep a list of all products purchased and owned for future replacement reference

C. Budget & Planning

- Work with the treasurer to prepare the annual landscaping line-item budget and reserve expenditures (tree replacement, irrigation upgrades, bed renovations, etc.)
- Recommend priorities for enhancements and capital improvements
- Research and propose water-conserving and native-plant initiatives (especially important in Texas)

D. Recommendations to the Board

- Present written reports and recommendations at least yearly
- Propose changes to plant palette, seasonal color rotations, mulch types, irrigation schedules, etc.
- Suggest updates to the community's Landscape & Irrigation Guidelines

E. Enforcement Support

- Help identify homeowner violations related to yards that affect curb appeal

- Provide input on reasonable accommodations or grandfathered landscaping

F. Community Communication & Education (long term goals / ideas)

- Write seasonal articles for the newsletter or website (watering tips, approved plant list, xeriscaping ideas) or help to repost from Parker County Master Gardeners
- Organize volunteer clean-up or planting days (if desired)
- Serve as point of contact for resident questions/complaints about common-area landscaping

4. Authority & Limitations

- The Landscape Committee is ***advisory only*** per the by-laws — final decisions and spending authority rest with the Board.
- Cannot spend association funds without prior Board approval (per bylaws).
- Cannot grant landscape variances to homeowners (that is the Architectural Review Committee's role).

5. Meeting & Reporting Requirements

- Meet as required
- Provide written minutes or reports to the Board within 7 days of each meeting
- Present an annual "State of the Landscape" report and budget for following year to the board for updates to give at fall meeting for Neighborhood

6. Sample Standing Annual Tasks (Texas-specific)

- January–February: Review and recommend seasonal color locations and plant choices
- March: Irrigation system spring start-up inspection
- May–June: Mid-year contractor performance review
- August–September: Tree inspection (especially post-storm season)
- September: Prepare next year's budget requests
- October: Fall overseeding, pre-emergent, and winter prep recommendations
- November: Install Christmas and inspect electrical and lighting
- December: Any wrap up, update decor list for items needed for next year or conditions