

MORNINGSIDE: COMMON GROUNDS & GARDENS COMMITTEE (CG/GC)

FORMATION: One sentence Mission Statement describing the Committee's "purpose for being".

Provide planning and guidance to assure the continued beautification of the Morningside Common Grounds

COMPOSITION: Five (5) members: Volunteers, determined by skill sets, specific knowledge and experience.

- Chairperson
- Co-Chairperson
- Member at Large
- Member at Large
- Member at Large
- BOD Liaison

DUTIES & RESPONSIBILITIES: List all that are consistent with the Committee's "purpose for being".

Develop a 5-year Master Plan:

- Develop a strategic plan that transcends current conditions and adds value to the community.
- Master Plan to consider appropriate regional plant, shrub and tree selections; replacement plan/process; relocation plan/process; monitoring of safe horticultural practices; workforce; etc.
- Revisit the Master Plan annually to assess goals completed and those not achieved; audit results.
- Review future needs and goals and set the new 5-Year Master Plan.

Develop a 1-Year Operational Plan:

- Set annual operational objectives, identify annual projects, assessment of resource needs.
- Select and incorporate one new long range strategic project each year from the 5-Year Master Plan.
- Set annual operational budget for materials and resources. To be part of overall Association Budget.

Annual Inspection of Common Grounds Areas:

- Review Common Grounds each Spring in conjunction with the Lawncare Management Company
- Adjust the 1-Year Operational Plan to coordinate with Lawncare Management Company.
- Prepare an annual "State of the Grounds" report for the Association Board of Directors.

Community Gardens:

- Administrate the annual "resident garden" program.
- Enforce the rules and requirements as set forth in the Garden Program Rules.

Common Grounds Irrigation:

- Review Irrigation System each Spring in conjunction with the Irrigation Service Company.
- Establish a Repair and Maintenance Plan and coordinate with the Irrigation Service Company.
- Include the Annual Irrigation Plan in the "State of the Grounds" report to the Association BOD.

Resident Volunteer Coordination:

- Encourage, solicit and coordinate volunteer assistance for special projects and events, as required.

Monthly Reports:

- Prepare and present a report at each monthly BOD Regular Session Meeting.
- Report to include items completed, items scheduled and budget status.

LIMITATIONS: Identify the boundaries of the duties, responsibilities and functions of the Committee.

The Common Grounds & Gardens Committee is limited to expenditures of \$300.00 maximum in any given month without Association BOD approval. All major expenditures in excess of \$300.00 must be presented to the Association BOD as a recommendation. All Common Ground & Gardens Committee expenditures will be assessed against the corresponding Annual Budget line item for the Committee.

Limitations will be reviewed and modified annually between the BOD and the Committee Chairperson.

TERM LIMITS: Establish term limits of members, and the term limit of Committee (if applicable).

Chairperson: Two (2) year term, Elected by the Committee membership.

Co-Chairperson: Two (2) year term (overlap with Chairperson term), elected by the committee membership.

Member at Large: One (1) year term, as selected by Chair and Co-Chair from volunteers (skill sets, experience).