

## GROUPS COMMITTEE

"The Board of Directors has the authority to create committees as it deems appropriate and to assign each committee with a specific task. Committees work in an advisory capacity to the Board and do not have the authority to commit the Board to an expense or required action. Committee Members are appointed by and serve at the pleasure of the Board. Committee Members may be removed from their duties for failure to perform within the scope of the committee's boundaries. Several of the committees that may be formed in The Estuary are listed below with their duties."  
(Community Standards dtd November 12, 2012 V. The Committees)

Grounds Committee (GC): The purpose of this committee is to enhance/maintain the appearance of the common property. It is responsible for projecting, planning, reviewing, coordinating and implementing both annual and perennial flowers and plants. They will advise the Board as needed on existing areas and seek approval for improvement of other areas.

### Responsibilities:

1. Have a representative attend and give a brief report at the regularly scheduled BOD meetings.
2. Develop an yearly plan for the planting, pruning, caring and weeding of the Common areas especially along Estuary Preserve Drive, the main entrance including the monument and island on Estuary Preserve Drive, front of community along Balm Riverview road, and the Albatross entrance. Plan presented at the first meeting of the fiscal year.
3. Review the GC portion of the annual budget, projecting additional projects and making recommendations to the BOD.
4. Make recommendations with plans to the board of improving common area i.e. projects, landscaping, utilization
5. Solicit, review and compare bids when needed and received and make recommendations on those bids to the Board.
6. Ensure completeness and adequacy of the contracts prior to forwarding them to the BOD for review and approval.
7. Have one member that is the contact to coordinate with the Board and contractors initiated within their scope.
8. Provide the Board information when situations arise that might require Board action.
9. Monthly check and report street light malfunction with one observation during the day and one at night, following up on those reported actions.
10. Monitor the height of the canopy of the tree and submit pictures with violation reports.