

# **PSV Grounds Committee Charter**

**dated 8/11/15**

## **Committee Responsibilities**

Act as liaison between Executive Board (EB), Property Manager (PM), Contractor (s) and Residents on matters related to Grounds Maintenance and appearance.

Prepare a monthly report prior to each EB meeting for delivery at the meeting and provide representation at the EB meeting.

Review/update Grounds Maintenance and Snow Removal Statements of Work (SOW) and Contracts prior to renewal.

Committee chairperson or their designate supports negotiations with contractor(s), if requested by the EB.

Monitor work done by contractor(s) and report any issues to Property Manager (PM) and EB.

Make recommendations to Executive Board on improvements, modifications or work needed beyond scope of current contracts or activities.

Periodically inspect grounds properties for issues or rules infractions and report to PM and EB.

Work with PM and Contractor(s) on the yearly schedule of Grounds Maintenance and Snow Removal activities.

Work with EB and PM on annual budget line items relative to Grounds Maintenance.

Coordinate with EB on sending general notice alerts to residents and/or placing events on the PSV website calendar related to Grounds Maintenance and Snow Removal.

The Committee will conduct itself in accordance with the Guidelines for Standing Committees (appended below).

## **Committee Members**

Current Committee Chairperson and Members are listed on the community website

## **Committee Meetings**

Committee meetings are to be held monthly or bi-monthly, preceding the monthly board meeting if possible, and are called by the chairperson at a time that accommodates the most committee members

## **Financial**

The Grounds Committee does not have a separate budget, so there are no financials to report.

## **Guidelines for Standing Committees, January, 2013**

Unless the assembly has appointed a chairman, either directly or through its presiding officer, the first named on a committee, becomes chairman, and so should act as such unless the committee by a majority of its number elects a chairman, which it has the right to do if the assembly has not appointed one, and which a standing committee usually does.

A standing committee must report at the monthly Board meetings and annual meeting. When there is a place in the agenda provided for reports of committees, it should be presented at that time called for by the presiding officer. The Chairperson or someone designated by the Chairperson reads the report of the committee. The report must include the financial record of the committee, and include activities completed and planned.

The proper motion, which should be made by someone else, is to "accept the report," which has the effect of endorsing the report and making the assembly assume responsibility for it. The report is then handed it to the presiding officer, or the secretary.

It is the duty of the chairman to call meetings of the committee, if the Chairperson neglects or declines to call a meeting of the committee; it is the duty of the committee to meet on the call of any two of its members. The chairman usually acts as secretary, but may elect a secretary, who keeps a brief memorandum of what is done by the committee, retaining a record of finances and activities. Members of the Association have a right to appear at the committee meetings and present their views at reasonable times. But during the deliberations of the committee no one has a right to be present, except members of the committee.

The rules and bylaws of the Association apply to the committee; all major decisions should be put to vote. Instead of the chairman's abstaining from speaking on questions, the chairman should usually be the most active participant in the discussions and work of the committee.

On major decisions in order that the committee may have the benefit of the matured judgment of the committee, a reconsideration of a vote can be allowed, this prevents taking advantage of the absence of members, and enables members who were absent to bring up the question of reconsideration.