

Bridgewood HOA Landscaping Committee Charter

1. Purpose

- a. Establish a group volunteers to oversee landscaping and maintenance of all Bridgewood HOA common areas, to include the following areas:
 - i. Front entrances to Bridgewood Estates (25th, 28th and 30th)
 - ii. Traffic circle islands on all side streets
 - iii. Playground lots
 - iv. Common area on 22nd Street Court
 - v. Tract A and the “Equestrian Trail” (between the houses on the south side of 28th Street Court and Trellis Grove)
 - vi. Drainage pond

2. Roles and Responsibilities

- a. Negotiate annual or biannual landscaping contract and recommend landscaper and contract to the Board of Directors
- b. Monitor common areas for updates or maintenance requirements, to include
 - i. Removing and replacing shrubs and trees
 - ii. Maintaining passability of the “Equestrian Trail”
 - iii. Removing and replacing landscaping bark
 - iv. Removing and replacing all components of the playgrounds
 1. Equipment
 2. Tables
 3. Playground safety fill
 4. Grass and shrubs/trees
 - v. Groundcovers and grass at entrances and other common areas
- c. Work with management agency to negotiate best value for all third-party work and make recommendations to the Board of Directors for both cost and contractor
- d. Organize annual (or more frequent as need determined) “Landscaping Parties” to lay bark, maintain “Equestrian Trail”, maintain playgrounds, maintain entrances and traffic islands, or other common area maintenance requirements as determined by the Landscaping Committee or the Board

3. Composition

- a. 3-5 volunteers, ideally from each of the three Bridgewood Estates sections

4. Periodicity

- a. Meet face-to-face/virtually monthly or quarterly (at least quarterly) as need determined/desired by the committee members or the Board

5. Meeting Methods

- a. Face-to-face
- b. Virtually (e-mail, phone, chat, video)

6. Reporting

- a. Report to the Board quarterly at the scheduled Board of Director meetings (either F2F or via submitted report)
- b. A representative invited to attend Board of Director meetings at least quarterly