

THE ALGONQUIN ASSOCIATION
GROUPS COMMITTEE CHARTER
Approved in Principle 06/23/2026 Subject to Revision of Bylaws

AUTHORIZATION

The Grounds Committee of The Algonquin Association is governed by The Algonquin Association Board of Directors (the "Board") under Section X.X.X of the Algonquin Association Bylaws as Amended and Restated in YYYY 2026. The Committee members shall be accepted by the Board from qualified volunteers, as defined below, and shall serve at the pleasure of the Board.

PURPOSE

The Committee is responsible for assisting the Board in maintaining the Algonquin Association grounds by making periodic inspections to ensure that the lawns, shrubbery, plants, and trees receive proper care and maintenance; for making recommendations to the Board of Directors for any changes or improvements regarding the the care and planting of grass, trees, flowers and shrubs on the grounds; and for coordinating any changes to same with chosen vendors.

FUNCTIONS AND RESPONSIBILITIES

1. Provides and updates annually the guidelines for the General Manager as to timing and maintenance of landscaping.
2. Maintains the perennial plantings throughout the property, with specific reference to the South Garden.
3. Inspect landscaping elements for seasonal damage and pest/disease damage and acts to mitigate same.
4. Develops and staffs a watering schedule for the annual plantings.
5. Conducts periodic workdays to prune, fertilize and replace perennials as needed.
6. Occasionally may provide container gardening space on the patio for herbs, tomatoes, etc.
7. Coordinates and helps execute special projects as requested by the Board of Directors.
8. Provides a verbal report of its activities at each monthly meeting of the Association when applicable.
9. Presents a written report of the year's events at each Annual Meeting of the Association.
10. NOTE: Is not responsible for the indoor plants under contract with third-party vendor or for eradicating weeds around the pool or in the parking lot.

ORGANIZATION

Membership

Inclusion: Any Algonquin House residents in good standing and their resident family members over the age of 18 are eligible for membership on the Grounds Committee.

Exclusion:

1. Members who are currently serving on the Association Board of Directors are not eligible for membership,
2. Committee members who subsequently become members not in good standing) are ineligible for membership.
3. A resident may not be a member of any other organization that would produce or could result in a conflict of interest unless such association is disclosed to the Committee and the Board, and the resident agrees to recuse him/herself from voting on any matter involving a potential conflict of interest.

COMMITTEE COMPOSITION

Size:

The size of this committee may fluctuate. Records must be kept of the Grounds Committee members approved by the Board to serve on the Committee so that a quorum may be determined; a quorum of the Committee membership shall be one more than half of the current standing membership of the Committee. In the absence of a quorum, the lack of members shall not prevent the remaining standing members from meeting and conducting Committee business, except that no formal action may be taken at such a meeting.

Standing Officers:

1. Chairperson or co-chairpersons, appointed annually by the Board in December. A Chair or Co-Chair position on the committee is restricted to a person who is a member of the Association.
2. The Chair (or one of the co-chairs) may serve as Secretary.
3. A member of the Board of Directors shall serve as Board Liaison for communication purposes but shall have no voting authority.

Membership Service and Selection

1. **Term of Service:**
 - a. Upon expression of interest by an eligible resident, that resident may be invited to participate and become a member. The new member is reported to the Board for acceptance at its next meeting. Committee membership is effective upon date of acceptance by the Board; acceptance connotes approval.
 - b. Committee members may serve indefinitely.
 - c. Committee officers may serve indefinitely.
2. **Replacement:** The Committee Chairperson may recommend to the President a replacement for any member who resigns or is terminated; it is understood that this recommendation is made with the consensus of approval by the standing members of the Committee. This recommendation may be accepted by the President but must be ratified by the Board at its next meeting.
3. **Solicitation:** Vacancy announcements will be published in October if/as needed; however, committee members may be added at other times during the year, as needed.

Meetings and Minutes:

1. The Committee may meet on an as-needed basis excluding the committee workdays and watering schedule.
2. The Committee will not handle any funds, except that committee members may request reimbursement for any approved out-of-pocket purchases through the General Manager.
3. The Clerk shall record major decisions made for use in preparing the annual report to the Association membership.
4. Meetings of the Committee shall be noticed as required by the Virginia Condominium Act and open to all residents.
5. Meetings shall be held in a common area of the Association and shall not be held in a private residence.
6. Meetings shall include a Homeowners Forum for owner comments.

Reporting:

Reports and recommendations are reported via the Chair/Co-Chair or designated person.

This charter is open to revision with Board approval. If the Grounds Committee determines that a revision of this charter will benefit the Committee and/or the Association, a written recommendation should be submitted to Management for Board review and approval.

Charter approved by The Algonquin Association Board of Directors, (Date).