

TANTERRA HOMEOWNER'S ASSOCIATION, INC.
Grounds Committee Charter

The purpose of the Grounds Committee is to assist the Board of Directors of the Tanterra Homeowners Association, Inc. (the "Board") in the management of the common grounds of the HOA. Pursuant to its authority under the Maryland Code and the Association's Governing Documents, the Board hereby establishes the following procedures, rights and responsibilities for the Pool Committee.

A. RESPONSIBILITIES.

The Grounds Committee shall be responsible for:

1. The maintenance of all common grounds of the HOA, excluding the pool area which includes everything inside the pool fence, the parking lot, the backwash area, and the space between the pool house and snack bar building and the tennis courts.
2. Overseeing grass cutting:
 - a. Monitoring the cutting of the grass in all common areas.
 - b. Coordinating with contractor on when grass will be cut and communicating any problems or complaints about the cuttings to the contractor.
 - c. Making recommendations to the Board of Directors regarding the Grass Mowing Contract. The Committee shall make a determination whether the existing company is performing well and costs are within reason, in which event the Committee may recommend to the Board that the existing contract for the company be renewed or extended. If the Committee determines that the costs seem to be out of line or the company is not performing satisfactorily, then the committee will seek bids from preferably 3, but if 3 cannot be found, then at least 2 companies. The bids will be presented to the Board. The Board will select who is awarded the contract.
3. Ensuring that dead or fallen trees and branches are cut and removed from the common grounds.
4. Purchasing plants, trees, shrubs and grass using volunteers, contractors and Montgomery County resources.

B. AUTHORITY.

1. The committee shall serve at the discretion and pleasure of the Board.
2. The committee is hereby authorized to make expenditures for the maintenance of the common grounds as long as such expenditures are within the overall budget for the Grounds Committee, with the following restrictions:
 - a. The Committee shall not need further Board approval for any work or materials below \$500.
 - b. Advance Board approval shall be required for Contracts or purchases above \$500. In emergencies, such as downed trees, Board approval may be obtained by email. Expenditures will be noted and ratified by the BOD at the next BOD meeting.

- c. Proposed expenditures above \$5000 must have bids from at least 2 contractors, and be approved in advance by the Board.
- a. Proposed expenditures above \$10,000 must have bids from at least 3 contractors, and be approved in advance by the Board.

C. APPOINTMENT

The Grounds Committee shall be comprised of 1 or more members, as determined by the Board. Committee members will be appointed by the Board. Members in good standing may be reappointed annually. Appointment will be made at the 1st Board of Director's meeting of the new year.

Upon the resignation of a Committee member the board will advertise for a new member at least fifteen days prior to appointment.

Recruitment of candidates may be done through the website, posting in the newsletter, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. Interested homeowners must submit a written request for appointment to the Committee.

The Board of Directors may remove any Committee member, including the chairperson, at any time.

D. COMMITTEE CHAIRPERSON

The Board shall appoint the Chairperson of the Committee. The Chairperson is hereby authorized and empowered to handle the day-to-day operations of the Grounds Committee in accordance with this Charter. The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee, when held. Chairperson shall be responsible for keeping minutes of the Committee's meetings and submitting them to the Board, in a timely manner, for inclusion in the Board Minutes. Committee Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of all votes of the Committee Members.

E. MEETINGS.

There will be at least one meeting a year of the committee. Meeting may be held by Zoom (or other similar platform), at the pool pavilion or meeting room. Meeting must be announced with at least 6-day notice. Meeting must be announced on at least the Tanterra.com website and Tanterra Facebook page (or other similar platform). Notice may also be announced in Tanterra Today.

F. COMMUNICATIONS.

In the interest of ensuring strong communications between the Board of Directors and the Committee, it is expected that the Committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board. The Committee representative will present Committee recommendations, update the Board on the status of pending Committee tasks, report expenses, request assistance from the Board, as needed, and answer any questions

the Board may have regarding Committee business. If a committee member cannot be present at the BOD meeting, a written report will be sent to the Board President.