

<b>POLICY TITLE – BEAUTIFICATION COMMITTEE TERMS OF REFERENCE</b>
<b>POLICY SECTION - COMMITTEES</b>
<b>POLICY NUMBER - 01</b>
<b>DATE OF ORIGIN – JANUARY 2010</b>
<b>APPROVED BY – HMCI BOARD OF DIRECTORS – JAN 20, 2010</b>
<b>REVIEW/REVISION DATE</b>

**POLICY STATEMENT** – The HMCI Board of Directors believes than an established Beautification Committee is essential to maintain a visually attractive environment and to enforce the standards of HMCI that have been approved by the Board of Directors for beautification of the Co-Op (reference attachments; Beautification Rules, Regulations and Procedures and related forms)

**PURPOSE** – The purpose of the committee is to review all applications submitted for Beautification.

**SCOPE OF AUTHORITY** – The committee has the authority to consult, review and advise residents on submitted applications for proposed beautification projects that comply with the Board approved rules, regulations and procedures for such projects. It has the authority to approve certain projects that meet established guidelines (i.e. paving stone projects) and will advise the Board of its recommendations for all other projects at each monthly Board meeting.

#### **MEMBERSHIP**

1. The Beautification Committee is considered a standing committee of the Board.
2. Residents of HMCI may indicate their interest in committee membership by submitting their name in writing to the President when the annual call for an expansion of interest in the committee is made.
3. The Board President will review submitted names and develop a recommendation for the Board of Directors with proposed members and an identified Chair for the committee.
4. The committee will be comprised of a Chair, Vice Chair, and with a total of six (6) members.
5. A member of the HMCI Board of Directors will be appointed by the HMCI President as the committee’s liaison to the Board of Directors and be considered an ex-officio member of the committee.
6. Membership will be reviewed on an annual basis.
7. Meetings of the Beautification Committee will be open to allow residents of HMCI to attend and participate in the committee’s discussions.

#### **DUTIES & RESPONSIBILITIES**

- The Beautification Committee will review all completed applications for beautification and provide their recommendations to the HMCI Board.
- The committee will identify the labor (contracted or volunteer) and funds required for projects that are deemed the responsibility of the Co-Op.
- The committee will maintain a positive working relationship with the assigned Board liaison and Manager.
- The committee will review its rules and regulations on an annual basis and make recommendations to the Board of Directors if revisions are required for either internal or external reasons (i.e. changes in county regulations, Florida Law or environmental concerns/regulations)

- The committee will submit project forms and their signed off recommendation for each project in accordance with the timeline identified in the Beautification Application packages.
- The committee Chair will provide a monthly report (verbal or written) at the monthly meeting of the Board of Directors.

**MEETING FREQUENCY** – the committee will meet monthly at a minimum with additional meetings being called by the Chair as required. Regular meeting date notices will be posted monthly on the newsletter calendar.