



**Marley Park Community Association
Landscape Advisory Committee
Committee Charter**

This Charter applies to the Landscape Advisory Committee (LAC), an advisory committee of resident volunteers operating under the overall direction of the Board of Directors (Board) of the Marley Park Community Association (MPCA).

1. The objectives of the LAC are to:
 - A. Serve the residents of Marley Park by contributing ideas and projects with the goal of maintaining and enhancing the value, look and feel of shared landscape amenities and assets throughout the Marley Park community.
 - B. Serve in an advisory capacity to the Board and MPCA staff.
2. The scope of the LAC's function is to:
 - A. Identify, prioritize and submit ideas, concerns and projects regarding shared landscape amenities for review and consideration by the Board and MPCA Staff.
3. The LAC will be responsible for the following:
 - A. Establish relationships and conduct periodic meetings with MPCA staff and community residents for the purpose of educating Committee members and preparing recommendations for the Board.
 - B. Proactively address issues regarding shared landscape amenities.
 - i. Review and understand current MPCA Design Guidelines and landscape contract requirements for the purpose of making informed recommendations.
 - ii. Analyze information obtained by observation or resident input with regard to current guidelines and policies and develop recommendations to ensure the long term success of the Marley Park community.
 - iii. Solicit input from and assist in providing education to residents with regard to shared landscape amenities and their respective Design Review Guidelines.
 - iv. Provide input and recommendations to the Board regarding actions or policies to be pursued by the community and seek Board approval to participate in implementation as appropriate.
 - v. Assist in advancing, organizing and coordinating efforts to implement recommendations as directed by the Board.
4. Membership: All Members of the LAC will be residents of Marley Park who are in good standing with the MPCA with no open Community Standards violations. The membership shall consist of two Co-chairs, one a current Member of the Board and the other who will be appointed by the LAC. The LAC should, if possible, operate with a minimum of 8 and a maximum of 10 members. The Co-chairs, with input from LAC members, will appoint additional officers as deemed necessary.

- A. In an effort to ensure fair representation throughout the community, LAC Members should, if possible, include at least one resident of the Special Service Area and the remaining members selected should represent a variety of Park Neighborhoods.
 - B. A quorum, constituting a majority of the LAC Members, is required to conduct a vote on any issue.
 - C. Associate Members: All residents of Marley Park, non-resident consultants and MPCA staff liaison(s) may participate in LAC meetings as non-voting associates.
5. Removal of Members: A LAC member may submit a resignation at any time or, in the case of non-compliance with the LAC Charter or any other reason (or for no reason at all), the Board (or its designee (e.g., LAC Co-chairs) may remove a Member from the LAC at any time.
 6. Terms for Co-chairs and Members: LAC Co-chairs and members will be appointed for staggered two-year, renewable terms. Appointment shall be approved by the Board as needed due to a vacancy or other reason as determined by the Board. A vacancy will be filled by for the remainder of the vacated term by an appointee designated by the Co-chairs or their designee. There shall be no term for Associate Members.
 7. Co-chair: The Co-chairs are responsible for sending out meeting notices and agendas, facilitating efforts of other officers and general members, leadership of meetings, appointing an acting Co-chair in the absence of both Co-chairs, communicating recommendations to the Board and serving as the point of contact with MPCA Staff and the Board.
 8. Meetings: The LAC shall schedule meetings on a regular and as needed basis. Smaller sub-committee meetings may be held as needed and written follow-up is required to be provided to the larger LAC following every meeting sub-committee meeting.
 9. Responsibilities: A Co-chair, or a designee, shall report to the Board at least quarterly, in writing, as to the activities of the LAC (past, present and future). In addition to the written report, members may verbally present activities and recommendations to MPCA Staff, as desired and coordinated with MPCA Staff. The LAC shall capture and report meeting minutes to be provided promptly to MPCA Staff and shall notice all meetings through coordination with MPCA Staff.
 10. Budget and Spending Authority: The LAC has no budget or spending authority. Funds for Board-approved recommendations are made available at the sole discretion of the Board on a case-by-case basis.
 11. Authority to Act: This is not a governance committee; it is advisory only that serves at the pleasure of the Board. The LAC and its members shall have no authority to act on behalf of the MPCA or the Board unless specifically authorized by the Board in writing, and in such event the authority granted is limited as written. LAC members shall not represent, suggest or imply to anyone that they speak for the MPCA or the Board unless specifically authorized by the Board to do so.

12. Non-Exclusive Scope and Legal Matters: The LAC is not intended to supplant ongoing conversations between Board members, officers, or MPCA Staff related to matters that may fall within the scope of the LAC. All legal matters will be immediately forwarded to the Board for consideration and resolution in executive session.
13. Review: The efficacy of this committee will be evaluated by MPCA Staff and the Board from time to time and this Charter may be reviewed and updated as needed.