

September 21, 2011

**MYRTLE TRACE CONDOMINIUM ASSOCIATION, INC.  
213 Southampton Drive  
Venice, FL 34293**

**LANDSCAPE AND IRRIGATION COMMITTEE**

**PURPOSE:** The purpose of the Landscape and Irrigation Committee is to help insure that the landscaping in Myrtle Trace is healthy and well maintained. The committee is charged with monitoring all landscaping (sod, shrubs, trees, landscape berms and other landscaping) throughout Myrtle Trace along with the irrigation system that sustains it.

**STRUCTURE:** The Landscape Committee shall not exceed 6 core members. One Board member will be the liaison between the committee and the Board. The Board shall appoint a Chair. The Chair shall appoint the committee members. The committee may solicit additional volunteers to assist with special projects.

**RESPONSIBILITIES / DUTIES:**

1. Generally monitor the landscaping processes, the irrigation system components, and the condition of the property. The committee shall make recommendations to the Board regarding identified problems or improvements needed.
2. Do landscaping/irrigation field work as needed or requested, using volunteers and working within the budget allocated.
3. The Board liaison shall provide input to the Finance Committee in support of their preparation of the annual budget.
4. The Chair shall provide a report at Board meetings and to the Board Secretary for inclusion in Board meeting minutes, as appropriate.

**MEETING NOTICE:** This committee may meet and conduct its affairs in private without prior notice or Owner participation, unless otherwise directed by the Board of Directors.