

BIRKDALE COMMUNITY ASSOCIATION

Grounds Committee Charter

1. Purpose

The Grounds Committee advises the Birkdale Community Association (BCA) Board of Directors on matters related to the maintenance, improvement, and beautification of Common Area landscaping. The committee ensures that the community's outdoor spaces reflect the HOA's standards and enhance property values.

2. Authority

- Amended and Restated Articles of Incorporation, Birkdale Community Association, Inc., Article II, PURPOSES “. . .to provide a means whereby the Owners, acting together, may provide for the management, maintenance and care of the Common Areas.”
- **MASTER PROTECTIONS, A DECLARATION OF COVENANTS, EASEMENTS AND RESTRICTIONS**
 1. Article III, COMMON AREAS, Section 3.1 Obligations of the Association. “The Association, subject to the rights of the Owners as set forth in this Declaration, and shall be responsible for the maintenance, management, operation and control of the Common Areas.”
 2. Article V, ASSESSMENTS, Section 5.2. Purpose of Assessments. “The assessments levied by the Association shall be used for the management, maintenance, improvement, care, operation, renovation, repair and replacement of the Common Areas and improvements thereon.”
- Created by majority vote of the Board of Directors.
- Operates under the direction of the Board.
- Provides recommendations only; final decisions rest with the Board.
- Has no independent authority to contract or spend HOA funds.

3. Duration

The Grounds Committee, a Standing Committee, continues until it is dissolved by the Board.

4. Membership

- Board appoints a maximum of 5 BCA owners as members.
- Board appoints Chairperson.
- Members serve 2-year renewable, staggered terms.
- Committee Members may be removed for cause at any time by a majority vote of the BCA Board of Directors.

- Members must maintain good standing with the HOA. Good standing shall be defined as the absence of any liens, privilege penalty, outstanding assessment or fine balances, CC&R Violations or pending legal action with the Association.

5. Responsibilities

- Make recommendations to the Board regarding grounds contracts, vendors, and Common Area improvements.
- Monitor Common Areas for maintenance needs (lawns, trees, shrubs, flowers)
- Develop written proposals for new landscaping projects or improvements.
- Provide input on annual budget for Grounds operations and maintenance

6. Meetings

- Comply with BCA HOA standards and the Code of Virginia 55.1-1816.
- Advertise meetings with date, place, time, and open to the BCA membership.
- Provide one packet of all agenda packets and materials for membership.
- Permit recording during open meetings.
- Executive Session may occur after an appropriate motion authorizes the Committee to discuss legal, personnel, or contracts. Following an Executive Session and resuming the open committee meeting, the Committee may vote on recommendations to present to the Board.
- Chairperson should appoint a secretary to record Minutes at each Committee meeting; these Minutes should be filed with the Community within 5 days after any meeting.
- Provide “Member Voice” opportunity at every meeting. See BCA Resolution 2025-001, “Member Voice Guidelines.”

7. Reporting

- Create Minutes for each Committee meeting and file with the Community Manager within 5 days after Committee’s approval.
- Chairperson submits a written report with recommendations to the Board at each regular meeting.
- Chairperson submits monthly written report for publication in “Birkdale Bulletin.”
- Chairperson provides a written summary report for Annual Meeting.

8. Limitations

Committee makes recommendations to the Board. It cannot bind the HOA financially or legally.

9. Scope of Responsibilities

a. Landscape

- Planning, planting, and upkeep of lawns, shrubs, and flower beds
- Seasonal enhancements and beautification projects

b. Irrigation

- Monitoring and maintaining irrigation systems
- Ensuring efficient water usage and timely repairs of systems

c. Common Area Landscape Maintenance

Coordinating with contractors for mowing, trimming, and fertilization per contract

d. Electrical

- Maintenance of outdoor lighting, wiring, and electrical fixtures
- Ensuring safety compliance with local codes
- Tree Removal & Care
- Oversight of pruning, removal, and replacement of trees
- Identify hazards from diseased or damaged trees

e. Stone Walls

- Inspection and repair of stone walls and masonry structures
- Preserving aesthetic and structural integrity

f. Metal and Wooden Benches

- Maintenance, cleaning, and repair of seating areas
- Placement recommendations for community use

g. Gazebos

- Perform structural inspections
- Schedule power washing, repainting, and repairs
- Maintain “little libraries”

h. Signs and Posts

- Maintenance of community signage and posts
- Ensure visibility, safety, and compliance with HOA standards and VDOT regulations.
- Maintenance of two lighted “Community Events” sign boxes

i. Fences

- Inspection, repair, and power washing of perimeter and interior fencing
- Recommendations for replacements or improvements

j. Asphalt Paths

- Maintenance of walking paths and trails
- Scheduling resurfacing, sealing, or repairs

k. Storage Shed

- Oversight of HOA storage facilities
- Inventory management and security of equipment.