

## Landscape Committee

### Purpose

The Landscape Committee manages and maintains all Co-op outdoor common areas for the enjoyment of all Members.

The Landscape Committee will ensure that the Co-op's landscape reflects an ecological approach that works to create a sustainable landscape through appropriate design. This approach includes minimizing resource usage, such as water and fossil fuels, and maximizing use of native plants. Improving the natural diversity and abundance of native plants also creates important habitat with huge benefits to wildlife, birds, and insects.

### Background

The outdoor common spaces were articulated through the Paloma Landscape Master Plan in 2009 and approved by the Co-op membership. The Paloma Landscape Master Plan identifies the location of the common and personal garden areas and indicates all walkways and decks, trees and any other fixtures or features in the landscape. Changes to this plan and any subsequent landscape upgrades as identified by the Landscape Committee will be brought to the Co-op membership for approval. The Paloma Landscape Master Plan can be found in the Archives section of the Co-op website.

### Source of Authority

1. Landscape Committee members are volunteers from the Paloma Housing Co-op.
2. The Landscape Committee is accountable to the Board and the general membership.
3. The Community Engagement Committee elects the chairperson annually.
4. Committee members are appointed by the Board.
5. The Landscape Committee reports to the Board and the general membership.
6. Landscape Committee members may be removed by the Board.
7. The Committee will consist of a minimum of 3 members and a maximum of 5.

8. The term of office shall be one year with no limit on the number of terms.
9. Quorum is 50% of committee members

## Roles and Responsibilities

### Chairperson

1. Sets meeting dates and times.
2. Ensures agendas and minutes have been prepared and delivered.
3. Ensures meetings are focused, timely, and efficient.
4. Assigns a knowledgeable replacement when away.
5. Liaises with other committees as needed, or assigns a liaison as needed.

### Secretary

1. Prepares meeting agendas.
2. Records meeting minutes.
3. Shares meeting minutes with committee members.
4. Sends reminders about upcoming meetings.

### Committee Member

1. Participates in committee meetings by:
  - a. Attending all meetings of the committee, or as many as possible. The committee reserves the right to remove a member who fails to attend three consecutive committee meetings.
  - b. Asking clarifying questions.
  - c. Raising concerns.
  - d. Proposing ideas.
  - e. Being aware of how much space they are taking up in discussions.
  - f. Disrupting the beginning of any toxic, inequitable, or conflict-oriented talk with cooperative discussion.
  - g. Insisting on the clarity of proposals, especially when votes are taken.

2. Prepares and work on committee business between meetings by:
  - a. Reading minutes and reports in advance of meetings.
  - b. Completing assigned tasks (within any specified deadlines).
  - c. Being willing to serve on subcommittees.
  - d. Suggesting items that should be included on the next meeting's agenda.
  - e. Raising concerns with those who can take corrective action.
  - f. Offering to help get pre-meeting assignments completed.

## Duties and Responsibilities

### Landscape Budget

The annual landscape budget is developed in accordance with the Co-op's fiscal planning and establishes all landscape spending priorities and general maintenance for the year.

### Landscape Maintenance

All Members are welcome and invited to participate in the maintenance and care of the Co-op's areas including its common gardens, features and fixture as they desire and will be guided by Landscape Committee members.

**Effective date: April 19, 2022**

## Resources

- Common Landscape Areas Policy
- Personal Garden Spaces Policy
- Tools and Sheds Policy
- Composting Policy
- Gardening Substances and Plants Policy