

## **Triangle & Pump House Committee Charter**

### **Purpose/Scope**

The Triangle & Pump House Committee shall maintain and beautify the entrance triangle to CTA and Pump House areas by ensuring the continual upkeep of the current plantings and making suggestions for continuous improvement of the areas.

### **Committee Guidelines (common for all committees):**

- Meetings will be held quarterly at the time and place chosen by the committee in the course of their meetings
- Meetings will end with a clear understanding of expectations and assignments for next steps
- Ensure committee charter is kept current and updated, as needed (e.g., new issues, updates, etc).
- Quotes over \$500 must be presented to the CTA board for approval.
- A final draft of committee minutes must be submitted to the board and reported out at the annual CTA meetings (June and August meetings).

### **On-Going Tasks:**

- Fall cleanup – leaf removal
- General year-round tasks including: garbage removal, entrance light maintenance, flag maintenance (half-mast and replacement), sign maintenance
- Spring cleanup – leaf removal
- Maintain plantings: water new plants that have been installed and have yet to be established (from planting through fall)
- Summer weed & debris removal
- Obtain mulch from contractor and organize spreading of mulch (with community volunteers) throughout the triangle to prevent weeds spreading
- Provide new plantings to maintain the natural look of the area and replace any plants, as needed.
- Install hose bib to provide water for plantings if needed.
- Fertilize and water all plantings as needed.