

## Rule 13. RULES FOR LANDSCAPE COMMITTEE



### 13.1 Establishment and Purpose

- A. The VLPOA Board hereby authorizes the establishment of a Landscape Committee.
- B. The Landscape Committee purpose shall be one of planning, not the day to day operational landscaping needs.
- C. The Landscape Committee is to assess and monitor all Association owned common areas and to work through the Community Manager and designated representative of the Landscape Maintenance Contractor to determine needed changes to Ventana Lakes common areas which will beautify the landscape while controlling water usage and maintenance costs. The Committee shall also make recommendations to the Board regarding special projects and long-range planning for Association owned common area landscaping. The Committee will provide a report on its work to the Board at its regular business meetings.

***Adopted February 17, 2010.***

### 13.2 Membership

- A. The board shall appoint or reappoint the chairperson and any liaison board members in April of each year.
- B. The chairperson shall identify committee members for board approval. (see Rule 10 – Volunteers & Committees)

### 13.3 Committee Responsibilities/Duties

- A. The Board authorizes the Landscape Committee to:
  - 1) Attend horticultural and landscaping educational events at the Association's expense. (Available funds permitting)
  - 2) Oversee the type and size of new plants to be purchased by Association/Landscape Company.
  - 3) Evaluate common areas for Xeroscape transition and/or thinning/addition of vegetation.
  - 4) Be included in Renovation and Lakes Committee projects.
  - 5) Make recommendations to the Finance Committee to finance landscape projects.
  - 6) Provide input to the Board regarding a contracted Landscaping Company's performance.
- B. The Committee Chairperson or delegate shall be responsible for:
  - 1) Submitting all verbal or written reports to the Board of Directors.

- 2) Providing date & location to Office Staff for timely posting in accordance with open meeting laws.
- 3) If applicable, secure a volunteer to take minutes.
- 4) Securing a meeting location.

#### **13.4 Residents Responsibilities**

- A. Residents should support the Committee efforts by reporting significant landscaping issues or concerns to the Office.

#### **13.5 VLPOA Staff Responsibilities**

- A. The Community Manager is responsible for accepting reports of landscaping deficiencies and communicating with the Landscape Committee Chairperson to avoid duplication of efforts.
- B. The Community Manager shall be responsible for monitoring the day to day work of the contracted Landscape Company.
- C. The Community Manager shall consult with the Landscape Committee prior to initiating any landscape work outside the contracted maintenance agreement. Conflicts between the Landscape Committee decision and the Community Manager shall be brought before the Board for resolution.
- D. Should there be no Landscape Committee in operation, the Community Manager or designee shall handle emergencies.

#### **13.6 Board Responsibilities**

- A. The Board has final approval authority.
- B. The Board shall support proposed landscaping projects from the Landscape Committee by agreeing to hear the proposals at open community meetings.

#### **13.7 Meetings, minutes and reports**

- A. Committee meetings are subject to the ARS open meetings law and must have advance dates and locations posted and emailed as required.
- B. The committee will meet monthly or as needed.
- C. If applicable, minutes of the Landscape Committee shall be published in accordance with the open meeting laws.

- D. A monthly report shall be prepared and submitted five days prior to a regularly scheduled monthly Open Board Meeting and should include, but not limited to; work performed, current status, next progress steps, problems being encountered and financial costs.