

RULE 16. RULES FOR THE GARDENS ADVISORY COMMITTEE



16.1 Establishment and Purpose

- A. The Board of Directors shall appoint volunteer homeowners of The Gardens to assist in preparation of the “Budget and Reserves” financial recommendations for the Gardens, to be known as the Gardens Advisory Committee.
- B. The purpose of this Committee is to receive recommendations from the residents of The Gardens.

From Resolution R2008-11-01, adopted by the Board November 1, 2008. Adopted January 20, 2010

16.2 Membership

- A. The Committee will have three members who shall be homeowner residents within the Gardens Subdivision, with one being appointed the Committee Chairperson by the Board.
- B. The Chairperson shall recommend committee members for Board approval.
- C. Members of the committee must be in compliance with the governing documents, rules, and Gardens guidelines of Ventana Lakes.

16.3 Committee Responsibilities & Duties

- A. The Chairperson is the only committee member who may bring feedback about the landscape company to the Community Manager.
- B. The Committee shall, whenever practical, assist the Community Manager/Board of Directors on any request with a Gardens issue.
- C. The Committee shall hold a Gardens Residential meeting in April and October of each year to inform residents on all current and pending work.
- D. The Committee shall inspect each Gardens property every October and put together a list of homes that are out of compliance for the Community Manager.
- E. If the home is in the Gardens an additional inspection is needed to be sure the new home lot being purchase in compliance with the Gardens Guidelines. This is conducted by the Gardens Advisory Chair and reported back to the community manager. If possible this inspection can be jointly done at the same time the Architectural Committee inspection is done. The Architectural and Gardens Advisory Committee Chairs or designees shall jointly identify deficiencies and architectural violations needing to be addressed prior to the sale of a Ventana Lake property and ensure the property owner is informed the deficiencies and/or violations are to be corrected before the property exchanges ownership.

16.4 VLPOA Staff Responsibilities

- A. All work done in the Gardens is directed by the Community Manager.
- B. The Management Office shall be responsible for posting the Committee's meeting date, time and location notice. The chairperson is to provide that information to the office one day prior to the required posting.
- C. The Community Manager shall accept reports of Gardens deficiencies and immediately share all reports with the Gardens Advisory Committee Chairperson.
- D. The Community Manager shall attempt to consult with the Gardens Advisory Committee Chairperson prior to initiating any work. Whenever practical, work may be delayed so that disagreements between the Gardens Advisory Committee's decision and the Community Manager can be brought before the Board for resolution.
- E. Should there be no Gardens Advisory Committee in operation, the Community Manager or designee shall consult with the Board directly on how to address Gardens issues.

16.5 Board Responsibilities

- A. The Board shall recognize the Gardens Advisory Committee existence and consider its recommendations regarding Gardens issues.
- B. In accordance with the governing documents, the Board retains final approval authority over Gardens policy issues while day-to-day matters are handled administratively.

16.6 Meetings, minutes and reports

- A. Committee meetings are subject to the ARS open meetings law and the Chairperson is responsible for notifying the Community Manager with the time, date, location of a meeting for posting.
- B. The minutes of the Advisory Committee meetings shall be published in accordance with the open meeting laws.
- C. The Chairperson is responsible for completing a monthly board meeting report. The 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.