

SADDLEBROOKE VILLAS ASSOCIATION
LANDSCAPE COMMITTEE CHARTER

I. COMMITTEE COMPOSITION

- A. The Board shall approve the charter and appoint a chairperson. Homeowners in good standing may volunteer for the committee, and the Board or the Committee Chair may also solicit members.
- B. Committee size shall be at the discretion of the Board and Committee Chair.
- C. Committee shall select a recorder whose duty it shall be to maintain a written record of all meetings of this committee.
- D. The names of the committee members shall be submitted to the Board for its approval.

II. TERM OF OFFICE

The term of office shall be for one (1) year.

III. PURPOSE

The Landscape Committee shall oversee all aspects of the landscaping and irrigation systems installed on Villas Lots; to monitor the activities of the Landscape Contractor in coordination with the Community Association manager to ensure they are meeting their contractual obligation; and to provide input for any revisions to the Villas Architectural and Landscaping Requirements and Guidelines. This Charter should be read in conjunction with the Committee Guidelines Policy approved by the Board of Directors.

IV. OBJECTIVES/PROCEDURES

OBJECTIVE

Ensure that the landscaping on Villas Lots is maintained according to standards and that the irrigation system is functioning efficiently. Close coordination is to be maintained with the Landscape Contractor and with the Community Association Manager.

PROCEDURES

- A. Monitor the activities of the Landscape Contractor in coordination with the Community Association Manager to ensure that they are meeting their contractual obligations and that they have sufficient staff to follow a maintenance schedule as established by the committee and approved by the Board of Directors.
- B. Establish standards for the Landscape Contractor for the trimming of shrubs and of trees for all Villas Lots. The trimming of trees shall be in accordance with American National Standard Institute (ANSI) guidelines. Particular attention shall be paid to the trimming of trees prior to the monsoon season to avoid tree damage resulting in additional costs to the Villas Association. Ensure the proper staking of trees.
- C. Monitor the irrigation system to ensure that it is functioning efficiently and that timers are set appropriately for the season. Oversee and direct the Landscape Contractor in making repairs to the irrigation system in coordination with the Community Association Manager.
- D. Establish a paper flow system for homeowner Service Requests so that problems are handled in a prompt and efficient manner and the Community Association manager advises homeowners of the status and outcome of their Service Requests. Coordinate Service Request communications with the Community Association Manager.
- E. Submit requests for the replacement of shrubs and trees to the Community Association Manager. The Board shall authorize the Community Association Manager to approve requests up to a certain dollar amount.
- F. Ensure that any plant or tree replacement is in compliance with the Villas ALC Requirements and Guidelines and with the Master Association (HOA #2) ALC Requirements and Guidelines.
- G. Coordinate with the Community Association Manager to establish a monitoring system for the initial 60-day warranty on shrubs and trees issued by the Developer and for warranties the Landscape Contractor issues when they replace a shrub or tree.
- H. As needed, prepare a Request for Proposal (RFP) for employing a Landscape Contractor.
- I. Investigate, determine cost implications, and make recommendations to the Board of Directors for any changes/improvements to the Villas landscaping and irrigation systems.
- J. Provide recommendations to the Board for any changes to the Villas ALC Requirements and Guidelines

Revised by the Board of Directors on _____

Approved by the Villas Association Board of Directors on 9/01/2005

- K. Provide a budget request annually to the Finance Committee for review and approval by the Board.
- L. Undertake Special Assignments as directed by the Board.

V. REPORTING STRUCTURE

The committee reports directly to the Board of Directors

VI. ADDITIONAL PARAMETERS

The committee must comply with all governing documents and legal requirements.