

LANDSCAPE COMMITTEE

CORE VALUE:

Our community will be aesthetically pleasing

Goals:

Ensure the community property is maintained in a manner that compliments the community, within the budget provided. While maintaining above goal, ensure every effort is made to be environmentally responsible and flexible to accommodate changing trends.

Committee requirements:

1. A quorum must be present in order for a committee to conduct business. A quorum for this purpose is a majority of the committee members.
2. Committee meeting minutes are to be submitted to the Property Management.
3. The committee shall respond to any complaints from Members on any matter within its field of responsibility. It shall dispose of such complaints as it deems appropriate or refer them to the Board of Governors.
4. All committee actions must be by a majority vote of members present at a properly held meeting.

Committee authority:

1. The committee may inspect work performed by the landscape contractor. Inspection reports may note the quality and adequacy of the work performed. Inspection reports may be delivered to the landscape contractor and to the Board of Governors.
2. The committee is to evaluate the landscape contract specifications and recommend changes to the Board of Governors.
3. The committee is to evaluate the quality of the landscape services and provide the Board of Governors a monthly report.
4. The committee is to provide the Board of Governors an annual recommendation on whether to extend the contract with the existing contractor or whether the landscape services should be put out to bid.

5. The committee may meet with the contractor during properly held meetings to discuss contract performance.
6. The committee may make recommendations for change orders to the landscape contract. Recommendations for change orders in excess of \$2,500 will go to the Board of Governors for approval.
7. The committee may make recommendations for capital improvements to be added to the Landscape Reserve Account project list.
8. The committee may select the flowers to be installed semi-annually in locations within the Associations areas of responsibility.
9. The committee may select the mulch to be applied under the terms of the landscape contract.
10. The committee may make recommendations to the Board of Governors for holiday lighting and decorations. This authority includes interviewing contractors and developing specifications for Board approval.

The board's representative shall:

1. Attend committee meetings
2. Represent the policies and directions approved by the board
3. Represent the committee's positions to the board
4. Sign and submit all expenditure authorizations recommended by the committee.
5. Recommend committee appointments to the Board of Governors.

CHAIRPERSON DUTIES:

1. Call meetings as necessary
2. Prepare an agenda for each meeting in advance which shall list all of the business to be discussed at the meeting.
3. Ensure proper minutes are kept and distributed to the property manager. All committee members shall have a minimum of five days to review and comment on the minutes before the chairperson distributes them.
4. Recommend to the Board of Governors the appointment and/or removal of members to the committee.

Adopted March 26, 2009 by the Gateway Greens Board of Governors

