

10/12/20

Woodridge - Landscape Maintenance Committee

Meeting Agenda

- 1. Define the LMC structure, membership, roles, and responsibilities**
- 2. Clearly identify PMP's role and expectations**
- 3. Fabiola, Brendan, and Gary to provide updates on assigned responsibilities outlined in the 9/22 email**
- 4. Determine next steps to finalize Showscapes Contract define target date**

Define the LMC structure, membership, roles, and responsibilities

Structure

"standing" committee- regularly meets to handle ongoing tasks.

"ad hoc" For a specific, landscaping-related projects, with significant price tag attached to it, fire abatement and replanting project, long term oak tree removal plans, replacements of aging/dead plant material, common area beautification. Special committee, which only exists for the duration of that project.

Membership

1. **Include a Board Member** – yes or no
2. **Elect committee chairperson** who will:
 - a. Direct and coordinate communication with and between the Landscape Committee and the Management & landscaping company pertaining to neighborhood Common Areas.
 - b. Perform periodic inspections of the community's Common Area's
 - c. Schedule and run committee meetings, as needed.
 - d. Interact with the board as needed to ensure timely reporting of events, successes, difficulties and issues
3. **Committee Members**
 - a. Acts as voting members of the Landscape Maintenance Committee to discuss and decide on proposed changes or improvements.
 - b. Attends Landscape Committee planning/work meetings.
 - c. Performs planning and execution functions as assigned by Chairperson
4. **Size:** no more than 5 members

Meetings:

- Hold monthly meetings to discuss projects, issues, vendor performance etc. outside of the monthly HOA Board meeting

Responsibilities

Some of the responsibilities include:

- Create and publish Committee Charter
- Create recommendations for the Board on landscaping improvements and irrigation changes within the community.
- Improve and maintain the integrity of the landscape in our community
- Communicate with HOA's landscape maintenance provider.
- Conduct a monthly walkthrough with the community manager and advise the Board regarding required improvements.
- Make recommendations to the Board about plants, shrubs or flowers that is appropriate for the common areas.
- Evaluate landscape contractor performance and verify completion of work orders through evaluation of reports and area walkthroughs.
- Suggest additions and amendments to the community's landscape maintenance program.
- At least one member shall attend Board meetings to provide update
- Evaluate RFP responses, check references, and conduct contractor interviews when selecting a new commercial landscape maintenance provider for the community.
- Provide monthly summary updates to the Board on landscaping and grounds maintenance issues.
- Committee shall have authority to request proposals and information from the contractor. The Committee shall have the authority to make any changes consistent with a board approved design, including removal and replacement of plants and trees (over five feet tall) not to exceed the annual budget.

With board approval, landscape committee to approve funds for minor landscaping expenses. The limit of the amount the landscape committee can spend without Board approval is \$XYZ per month.

Davis-Stirling Act Guidelines for Committees

- **Formation of Committees.** Committees are appointed by or at the direction of the board of directors. (Corp. Code §7210; Corp. Code §7212(b).) Homeowners do not have the right to appoint themselves to committees **Size of Committees.** Committees can be as small as one person or as large as the board deems necessary. However, a committee size typically falls in the one to five member range with the average being two or three members.
- **Committee Chair.** Committee chairs are appointed by the board. Once appointed, the committee cannot elect a different chairperson. However, the committee can apply to the board for the appointment of a new chairperson.
- **Open Meeting Act.** There is no law requiring that committees hold open meetings or post agendas. The Open Meeting Act applies only to meetings of the board. Most committees are advisory in nature and deliver their recommendations to the board of directors in open meetings where members can hear the committee's recommendations.

Clearly identify PMP's role and expectations

Discussion

Fabiola, Gary and Brendan to provide updates on assigned responsibilities outlined on the follow up email sent on 9/22 to recap meeting discussion with Jerry.

1. Immediate attention w/o 9/21: **Fabiola**

a. Please confirm that the immediate work recommended by the fire marshal was completed last week. If it was not completed last week, please make sure the work is completed by this Friday at the very latest. We need pictures and written confirmation when the work is completed.

b. Date/s when rosemary will be planted (two approved work orders green-lighted last week). We are expecting the crew to complete the work ASAP or by the first week of October at the latest

2. Due within two weeks w/o 10/5: **Fabiola**

a. Annual tree trimming schedule with street names

3. Due within 30 days w/o 10/12: **Brendan**

a. Irrigation priority recommendation for:

i. High visibility areas

ii. Low visibility areas

iii. Seasonal water only areas (spring/summer on & fall/winter off)

iv. Permanent turn off water areas

b. Process Showscapes will follow every month to monitor, identify & correct issues and reduce water usage across all 21 controller zones.

c. Propose a date for a complete irrigation walkthrough with LSC and board members

4. Due within 45 days w/o 10/26: Gary

- a. Develop a recommendation to meet 4-year fire abatement goals. The recommendation should include:
 - i. Drastic haircuts of acacia (even if it looks ugly while it grows back)
 - ii. Normal haircut, to maintain recommended height
 - iii. Full rem
 - iv. Include cost proposal to replant areas where removal is recommended and replanting is needed (please provide recommendations for a variety of drought-tolerant ground cover, not just rosemary)

Determine next steps to finalize Showscapes Contract

- o Identify lead
- o Set target date for completion