

Landscape Committee
Highline Club Homeowners Association 2010

The creation or vision of the Landscape Committee by the Board is not described in this document. Instead this outline is intended to be used as a working document for the committee as well as future Landscape Committee members.

Purpose. The Landscape Committee is community friendly; reviews requests and concerns made by residents and promote good avenues of communication.

Members. The members of the Committee shall be resident owners or tenants of the Highline Club. The size of the Committee shall be determined by the number of residents expressing an interest in serving on the committee but in any case shall consist of at least (3) members. Any resident requesting to be on the Committee and indicates a willingness to serve for no less than a year shall be allowed on the committee.

Chair. The chair of the Committee shall be elected by the Committee and appointed by the Board. The Chairperson shall preside at all meetings of the Committee. The chair of the Committee shall be responsible for communicating and coordination with the Board and the Management Company of the Highline Club, for keeping a written record and for keeping a list of the members of the committee.

Meetings. Meetings of the Committee shall be called on an as-needed basis by or through the Chair of the Committee.

Responsibilities. In general the Committee shall address all vegetation, structures, and activities that occur in the common areas of the Highline Club Homeowners Association. Excluded from the responsibilities of the Committee are the recreational facilities including the tennis courts, swimming pool and club house. The following is representative by not inclusive list of the areas that shall fall under the purview of the Committee.

Immediate and ongoing:

Vegetation (grass, flowers, shrubs, and trees) ~The Committee shall identify areas that need attention.

Planter Boxes and Pots ~ The Committee shall develop a plan for the planting of the entrance, tree boxes, island, and pots around the pool. The island is maintained, weeded and watered as needed. Tulips are planted in the fall when annuals are removed.

Border areas ~ The Committee annually refreshes the bark (size large) in unaltered borders. Homeowners who have altered borders will be notified when bark is needed or weeds are present.

Holiday decorations ~ the Committee shall ensure that holiday decorations are put up and taken down in a timely fashion.

Longer Term:

Vegetation

Watering System (emphasis on water conservation and compatibility with landscape design) The committee requests an annual meeting with the landscaping contractor to discuss watering schedules, condition of the grounds, grooming of the grass, trees and bushes.

Rules and Regulations. In conjunction with the Governing Documents Committee and the Board, the Committee shall develop rules and regulations regarding the appearance of the common grounds areas as they relate to the purposes of the Committee. This would include, for example, plantings around the outside of the privacy fences, maintenance of the space inside of the privacy fences, and nonconforming uses. These rules and regulations, upon approval of the Board will be incorporated into the general rules and regulations of the Association.

Communications. The chair or a Committee member shall be responsible for reporting monthly at a meeting of the Board on the activities of the Committee. The chair will forward recommendations from the Committee to the Board for its action.

All request, concerns, and complaints regarding the grounds shall first be considered by the Committee.

All final decisions regarding the grounds are the prerogative of the Board.

The Board and the Management Company shall communicate to the chair of the Committee any extraordinary action taken that directly relates to the responsibility of the Committee and shall supply the chair with a copy of the landscape maintenance contract and update the chair periodically concerning activities of the landscape company.

Budget and Expenditures. The committee shall estimate and recommend to the Board, as the budget is being developed for the subsequent year, the amount of money that should be spent on the grounds. Pending approval of the Board and ultimately the members of the Association, this recommendation or modified recommendation shall be included in the annual budget of the Association.

Discretionary Funds. The Committee shall be allotted a sum of money annually to be spent as it deems suitable for miscellaneous items that enhance the attractiveness of the exterior environment of the Highline Club.