

# CERES GLEANN HOA LANDSCAPE COMMITTEE

## Statement of Purpose

The Landscape Committee responsibilities are as follows:

- Oversee the common area components to include the landscaped areas, landscape lighting systems, landscape watering systems, stone and metal fences and sidewalks bordering the common areas.
- Supervise the quality and effectiveness of services delivered by the HOA Landscape Maintenance Contract and provide feedback to the contractor.
- Follow-up on and maintain a file of Landscape Committee Communications Forms submitted by residents.
- Submit and follow-up on letters to the City of Dallas for starting and stopping service on “irrigation only” common area water meters during winter months.
- Maintain file of owner/operating manuals, records, and other gathered information useful in the maintenance of common area landscaping watering and lighting systems.
- Store and keep in working order the field instrument necessary to program the battery powered water system controllers utilized on some common areas.
- Submit an annual Landscape Committee operating budget to the Finance Committee to request funds for the upcoming year’s budget.
- Responsible for the accuracy and content of the Landscape Committee reports presented to the HOA membership, TAC and/or the BOD.
- Oversee the Landscape Committee Maintenance Plan and ensure the listed plan items are completed as scheduled and updated, if applicable. Responsible for performing an annual review of the Landscape Committee Maintenance Plan and provide a copy of the finalized version to the Reserve Study Sub-Committee annually.
- Maintain records of Landscape Committee business and monies spent on maintenance of common areas not covered by the HOA Landscaping Maintenance Contract.
- Supervise and select contractors and assure quality of the work performed in maintaining any common area items not covered by the HOA Landscaping Maintenance Contract.
- Provide a request to the HOA Finance Committee for expenditures of Reserve Fund monies stipulated for the purpose of replacement and/or maintenance of common area component items that fall under the Landscape Committee’s areas of responsibility.
- Review, provide feedback and approve (if applicable) those areas of the landscape design of new homes or landscape re-designs of existing homes that are required by the CC&Rs or the ARC Manual.
- Maintain and update the HOA Landscape Manual and references for the community. Send out communications to the community through emails. Keep the HOA website materials updated.
- Conduct monthly meetings to discuss landscaping issues.
- Manage Landscape Contractor Bid process.