

Tanglegrove Townhomes

Landscape & Beautification Committee Charter

Mission Statement:

To maintain, improve, and update the grounds so as to make the property attractive and pleasing to existing residents, visitors, and potential buyers, and to facilitate in sustaining the property for maximum value.

Objectives:

1. Tactical Objective – **Fix What’s “Wrong”**: Hold initial “walk-around” to identify what needs to be immediately addressed – for instance bare grounds (dirt); dead shrubs; diseased shrub/trees; pesticide treatment; fertilization; covering exposed roots; etc., and to ensure that maintenance work, as described in the bid and contract, be performed as documented. First course of action is to plant sod where grass is sorely lacking.

2. Strategic Objective – Hold regular “walk-a-rounds” on property (frequency to be determined) to assess what needs to be done on an ongoing basis in order to “fix what’s wrong” as well as upgrade the grounds. This will involve prioritization of work, and may include upgrading landscape with “borders” – whether permanent or temporary/removable – and/or addressing “bare” spots with stone/slate, etc. Property improvements should be targeted using low maintenance native plants, with some seasonal (such as in esplanade), and addressing garden pests (slugs/snails, white bugs, etc.). Committee to essentially develop “living” plan that contains a rolling 12 months list of actions and target dates for both one-time and ongoing maintenance activities.

3. Objectives to be accomplished while staying within agreed upon annual budget.

Scope Declaration:

The following items were agreed to be **within** the scope of the Landscape Committee responsibilities.

Note: these are not intended to be all inclusive, but rather as clarifying information only:

- Periodic mulching and fertilizing (part of Landscape contract)
- Irrigation system/sprinklers (covered under separate budget)
- Periodic aerating of grounds
- Brickwork/structure surrounding flower beds – NEW
- Tree planting/replacement in common areas
- Pond and fountains (covered under separate budget)

The following items were agreed to be **OUT** of scope:

- Lighting – both on trees and on posts – (*General Maintenance/Safety Committee*)
- Lighting on houses (*General Maintenance/Safety Committee*)
- Landscape within patios, even those facing a common courtyard, and enforcement of rules regarding landscaping (*Property Manager, Rules & Regulations Committee*)
- Periodic full property tree trimming (*separate activity*)
- Maintenance and inspection of rodent traps (*Extermination*)
- Sidewalk repairs (*Rehab* – although some interface discussions may occur)
- Brickwork/structure surrounding flower beds – EXISTING (*Rehab*)
- Private roads/driveways (*Rehab*)
- Signs on property (*General Maintenance*)
- Dog poop stations and cleanup

Standard Operating Procedures:

- Meetings to be held initially in 2011 every two weeks, then monthly/as needed once plan is developed and put in motion.
- Primary method of communication among committee members to be done via email.
- Shared mailbox (landscape.tanglegroveth@yahoo.com) to be used to:
 - “push” communications out to homeowners (in lieu of or in addition to newsletter articles)
 - publish on website for homeowners to address questions (but not work orders – continue using the work order submission process), and
 - contact homeowners to give status updates on work orders
 - Primary user of the mailbox is the Chairperson, but other committee members may utilize as needed or if delegated for specific items
- Work orders to be treated the same as any proposed work item and added to stewardship spreadsheet for proper prioritization, solution, and planned action – there is nothing so urgent in the landscape scope that would dictate a need to stray from the plan.
- Work orders and feedback pertaining to Landscaping should be initially acknowledged by the Property Manager (with standard response). Future correspondence associated with the work order/feedback to initiate from Landscape Committee

- Entire Committee, along with Board Liaison (if available) should walk the ground together on a periodic basis
 - First walk to commence July 11, 2011
 - Future walk frequency to be determined (likely monthly)
 - Walk-a-rounds will be used to assess status of planned/actual work, and to determine need for additional work
 - Results of walk-a-round to be captured in stewardship spreadsheet to establish priority and record options, estimated cost, and delivery date.
- Stewardship spreadsheet to be reviewed at each Committee Meeting for latest status and any updates; including new/upgrade/repair work as well as regularly scheduled maintenance
- Input from homeowners to be solicited for specific work items:
 - Homeowners to be notified with individual personalized letter and/or email of needed work
 - Specific choices to be provided for homeowner to select
 - For 2011-2012, unsolicited feedback (except as available on the website) will be discouraged

Interfaces:

It is expected that at one time or another, the Landscape Committee will need to interface with other personnel in order to make informed decisions and achieve work plan objectives. The following is a list of anticipated interfaces:

1. *Tanglegrove Townhomes Board of Directors* – to review/endorse plans, spending, and communications; to present or understand architectural requests related to landscaping
2. *Rehab Committee* – coordinating landscape replacement after maintenance/repair work; understanding lines of scope between committees (for items such as plant/flower bed structures)
3. *Rules and Regulations Committee* - for clarification on what is/is not allowed to be planted outside homes, and where.
4. *Social Committee* – for publishing articles in the periodic Newsletter
5. *Safety Committee* – to discuss any items to be addressed that pose safety issues, such as shrubs being too high, trip hazards (broken sprinklers, flower bed metal borders, etc.)
6. *Landscaping Company* –interface to occur directly via Chairperson and/or landscape shared mailbox. (It is expected that property management and Board would have no need to interface, except as requested. Approval for work and spending would have already been obtained. Purchase orders for landscape material covered separately.)
7. *Property Manager* – for ordering and invoicing of needed supplies; assistance in adjusting specifications for or repair of sprinkler system

Roles and Responsibilities:

Chairperson – (2011-2012 = **Kay Bates**)

- Schedule committee meetings, record minutes, and distribute to committee members
- Coordinate periodic property walk-a-rounds
- Monitor landscape.tanglegroveth@yahoo.com mailbox (delegate as needed)
- Address homeowner concerns/questions from feedback and/or emails to shared mailbox
- Act as primary contact to Landscape company/contractors for planned work and maintenance
- Act as primary contact to Board – attend board meetings to provide committee updates, request approval for funds, request ordering of materials, etc. as needed

Stewardship – (2011-2012 = **Vicki McSpadden**)

- Maintain stewardship spreadsheet containing needed work, prioritization, options, estimated/actual costs, estimated/actual delivery
- Monitor work orders and add, as appropriate, new items to stewardship spreadsheet
- Coordinate assignments of priorities for new items, steward to committee latest status of planned work
- Monitor landscape.tanglegroveth@yahoo.com mailbox for landscape-related work orders and feedback

Board Liaison – (2011-2012 = **Michelle Mohyla**)

- Assist committee in prioritization of work
- Participate in meetings and walk-a-rounds as available/necessary
- Bring issues/requests/questions to board
- Monitor budget and spending; facilitate approvals for spending plans

Communications – (2011-2012 = **TBD**)

- Draft articles for publishing in periodic newsletters
- Coordinate needed letters to homeowners for planned work; whether initiated from Landscape Committee or Property Manager (example: notification that sod will be planted, need cooperation from homeowner to water; notification that shrubs will be replaced, etc.) These are usually en masse, not individual homeowner communications, which should come from the shared mailbox.

Committee Member(s)

- Participate in committee meetings and walk-a-rounds, and provide input into work plans (what – fix/improvement item, when - priority, how - options)
- Fill in for other committee members as needed upon request
- Assist Chairperson in investigative tasks to obtain additional information on work requests, solution options, cost, etc., as needed and requested, including interfacing with other committees, Property Manager, contracted landscape company, and the Board.
- Assist in ensuring maintenance work be performed as required per documented contract/bid