

Landscape Committee Minutes, Dec. 18, 2017, RH Clubhouse, 7 pm

In Attendance: Art Lebofsky, Linda Tornetta, Kurt TeKolste, Joe Malone, Len Lobel, Bill Metzker, and Board Liaison Tom Davis,

Art chaired the meeting. Items in **BOLD** below are action items or votes taken.

The Landscape and Snow committees are now two separate entities.

The plan is to **appoint a regular secretary at the next meeting**. Alan Kirsch has agreed to be the LC Treasurer.

Minutes, once approved by the full committee, will be posted on the RAP website.

The proposed time line for the approval of minutes is as follows: A) Secretary will create draft minutes within a couple of days of the mtg. B) The full committee will either ok the minutes as is, or offer comments, within two days of receiving the draft. C) The Secretary will adjust the minutes accordingly and send out a final draft for a committee evote. D) Once approved, the Secretary will send the minutes to the Web site for posting. E) At the next regular meeting of the Committee the evote will be confirmed and formally entered into the minutes as “approved”.

Having an LC Co-Chair (or two), as in the Facilities Committee model was discussed. The plan is to alternate meetings from the Hill to the Valley as coordinated with the RAP calendar. The ideal is to have one sole point of contact with the respective contractors and the Management Office to avoid confusion, although the Chair(s) can designate a Sub-committee Chair as that point of contact. **The full committee will need to define the roles of the co-chairs (rotate meetings, or just back up the Chair?).**

Reviewed the current sub-committee membership; some sub-committees are fine as is, but the **Chair will solicit additional committee members**. Question of whether the Irrigation Sub-committee is a function of Landscape or Facilities. We discussed adding

a new sub-committee, "Lawn Care." Current Sub-Committees are: Flowers, Ponds, Trees Trails, and Irrigation.

The Chair will meet with the new landscape contractor and Management to ensure open and continuing communications; The Landscape Committee Chair and the pond-sub-committee Chair will meet with the new pond contractor.

We will review the by-laws (approved in 2012). **The Chair will draft a revision for discussion in January**, to bring us in line with the Board "committee operation manual".

We will **establish a set date each month for a regular meeting and sub-committee reports**. No need for meetings just to hold meetings. We will set a schedule, but will also conduct business via email, as needed. Before each meeting a tentative agenda will be circulated seeking input. The final draft agenda will be sent shortly before the scheduled meeting. **The Chair will poll the committee for a best meeting day and time, starting in January.**

Chair will create a RAP Flyer to inform the community of our membership and recruit others.

We agreed to hold an Open Meeting once a year.

Respectfully Submitted,

Art Lebofsky,
Acting Secretary