

# **Regency at Providence Community Association Landscape Committee By-Laws**

## **Article I**

### **Name:**

**Section 1.1:** This committee shall be known as “**The Landscape Committee of the Regency at Providence Community Association**” (a.k.a. RAP Landscape Committee).

## **Article II**

### **Definition:**

**Section 2.1:** The Landscape Committee is responsible for overseeing the maintenance and improvement of the common outdoor property of the Community and for those tasks performed on private property as part of the services of the Community to its members as defined in the declaration. This responsibility primarily involves maintaining the overall health and appearance of the 3 landscaped entrances into the community and the common area planting beds, gardens and trees. The common area planting beds and gardens include: the beds around the Sloan and Regency Hills Clubhouses, islands, eyebrows, gazebo, rain garden and all other beds containing plantings and shrubs on the common grounds. The Landscape Committee will coordinate and monitor the execution of service contracts that have been approved by the Board of Directors for landscaping services specific to the common area beds, flower planting, and tree maintenance. Also, additional landscaping activities may be authorized to be performed by volunteers. Excluded from this responsibility are all services performed by the landscape contractor as described in the landscape contract including but not limited to; lawn mowing, trimming, trail maintenance and private property bed and shrub maintenance.

## Article III

### Purpose and Responsibilities:

**Section 3.1:** The primary responsibility of the Landscape Committee, in conjunction with the Executive Board and the HOA Management Company, is to maintain the overall health and appearance of the 3 landscaped entrances into the community and the common area planting beds, gardens and trees as described in Article II Section 2.1.

The Landscape Committee shall:

**Section 3.1.1:** Survey the common beds, gardens and trees on a regular basis, and identify the need for routine maintenance, the replacement or removal of diseased, damaged or large shrubs and trees and plan for the periodic replacement of shrubs especially in the entrances and around the clubhouses to maintain their overall aesthetic appearance. Designs will be prepared and plantings will be selected to create an attractive landscape.

**Section 3.1.2:** Provide recommendations to the Executive Board for improvements to the overall plan for Landscaping as well as addressing relevant rules and policies.

**Section 3.1.3** Respond to requests from the Executive Board and the HOA Management Company regarding special landscape projects or problems brought to their attention

**Section 3.1.4:** Communicate with the Executive Board and the HOA Management Company any problems that develop with the associated contractors or homeowners, inclusive of validating that work performed meets contractual goals.

**Section 3.1.5:** Provide annual budget recommendations to the Executive Board or their designees.

**Section 3.1.6:** Monitor expenditures on a monthly basis and report the

status to Management.

**Section 3.1.7:** Hold Committee meetings as needed but at least four times a year, and post minutes to the community website. Issue reports to the Board of Directors and the Management Company as requested.

**Section 3.1.8:** Establish sub-committees for the purpose of making recommendations to the full committee on areas of sub-committee responsibility.

**Section 3.2:** The Executive Board may modify or expand the duties and responsibilities of the Landscape Committee as appropriate.

## **Article IV**

### **Membership:**

**Section 4.1:** Membership on the Committee is restricted to owners or co-owners of homes located at Regency at Providence and Regency Hills developments. Committee members must be in good standing, defined as the absence of any liens, penalties, assessment delinquency, or pending legal action with the Community Association. To maintain voting privileges members should actively participate in Landscape Committee activities and committee responsibilities.

**Section 4.2:** The Committee shall consist of at least 2 members in leadership roles (Chair(s), Secretary) with a goal of having at least 2 members representing each of the 4 phases located within the development. The members of each phase will be responsible for common planting beds, gardens and trees within their specific phase. Members of other Phases may jointly participate in projects undertaken in a particular Phase.

**Section 4.3:** The Landscape Committee may, from time to time, invite residents to participate as advisors/consultants on unique tasks subject to approval from the Executive Board.

**Section 4.4:** In December of each year, the Landscape Committee chairperson(s) shall submit to the Executive Board for their approval a recommended list of Landscape Committee members.

**Section 4.5:** The Executive Board may remove any Committee member for cause.

## **Article V**

### **Officers:**

**Section 5.1:** The Landscape Committee shall consist of the following officer positions:

1. Chairperson(s)
2. Secretary

These positions shall be nominated by Committee members and presented to the Executive Board for approval annually.

**Section 5.1.1:** The Chairperson's duties shall consist of but not be limited to the following:

1. Presiding over and conducting meetings.
2. Appointing sub-committees as needed.
3. Being the principle contact to the Executive Board and the Executive Board liaison with the Association Manager.
4. Keeping the residents informed on Committee activities as pertinent.
5. Attend meetings of the Executive Board when requested, and submitting reports as required.
6. Sending communications via Flyer and/or Newsletter to the community on relevant events.

**Section 5.1.2:** The Secretary's duties shall consist of but not limited to the following:

1. Take notes of all Committee meetings and distribute them to Committee members, the Executive Board and the Association Manager in a timely manner.

2. Serve as the parliamentarian for the Committee meetings.
3. Send a copy of the approved minutes to the RAP Web-site Manager for posting to the community.

## **Sub-Committees:**

**Section 5.2:** The landscape Committee shall consist of the following subcommittees:

- Phase 1
- Phase 2
- Phase 3
- Phase 4

**Section 5.2.1:** The following guidelines exist to facilitate the transparent and open flow of information within the Full Landscape Committee and between the subcommittees and the Chair(s), the Management Company, the Board Liaison, and the HOA Board:

- 1- No subcommittee chairs or members may enter into private negotiations or create projects for/with the contractor. No exceptions.
- 2- Management must be kept informed of all communications with contractors. Anything that goes beyond the scope of the contract must be discussed with Management and brought to the full Landscape Committee for a vote, before going as a recommendation to the Board.
- 3- Management will be the primary contact for complaints, reporting damage caused by the contractor and any landscaping concerns of residents.
- 4- The Landscape Committee Chair(s) will determine which one Chair will be the sole point of contact for specific subcommittees and Management/Board relations.

## **Article VI**

### **Meetings**

**Section 6.1:** Meetings shall be scheduled regularly by the Chairperson(s) but held on an as needed basis. After polling the

Committee members as to personal schedules, the Chairperson(s) will select and announce a time and place for the meetings.

**Section 6.2:** Members shall be given at least one week's notice of an upcoming meeting, except in an emergency. Except in emergencies or other extenuating circumstances, the Chairperson(s) shall provide all Committee members and the Executive Board Liaison with a tentative agenda at least three days in advance of the meeting, and only after soliciting items to be included on the agenda from the committee.

**Section 6.3:** A majority of one more than half of the Committee members will represent a quorum for voting. A quorum for conducting other business shall be a minimum of five committee members.

**Section 6.4:** The Landscape Committee may, from time to time, conduct an open meeting. Notice will be sent via RAP Flyer inviting residents to attend.

**Section 6.5:** All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

## **Article VII**

### **Amendments to the Landscape Committee By-Laws**

**Section 7.1:** Amendments to the By-Laws may be proposed by the Committee at any time, and shall require a majority of the Committee members present at an appropriately scheduled meeting to vote in the affirmative. All amendments require approval by the Executive Board.

## **Article VIII**

### **Approval of the Landscape Committee By-Laws**

**Section 8.1:** These By-Laws shall become effective upon approval by the Executive Board.

Approved by the Community Association Board on: August xx, 2020