

LANDSCAPING COMMITTEE

The Landscaping Committee will be a sub-committee of the Architectural Control Committee as stated in The Declaration for The Estuary dtd 2/26/12 para 19 - Architectural Control.

The purpose of this committee is to assist the Architectural Control Committee to “administer and perform the architectural and landscape review and control functions relating to THE ESTUARY. They shall assure, sustain, and elevate the appearance and utility of the designated common property areas within The Estuary in a manner consistent with the Board's vision as a premiere community that offers broad appeal to a diverse group of homeowners.

The committee is responsible to project, plan, review, maintain, propose, coordinate, implement, and confirm completion of projects as budgeted, assigned, and approved by the Board of Directors. All non-budgeted activities and projects must have the majority approval of the Board prior to implementation. Scope of the committee includes annual and perennial flowers, plants, and trees, sidewalks, and front entrances. The committee will advise the Board as needed and seek bids and Board approval for improvement of other areas.

The areas will include the common area along Balm Riverview Road, the landscaped portion along the East end of Estuary Preserve, and the park area.

This committee will serve as an advisory committee to the Board of Directors and shall consist of 3 to 5 homeowner volunteers.

The committee shall hold meetings no less than quarterly. There shall be a Chairperson, Vice-chairperson, and a Treasurer/Recording Secretary.

All meetings of the committee shall be open for any member of the Association to attend. Guests at a meeting shall not have a vote on business being conducted nor shall they interrupt the business procedures in any way. The Committee Chairperson may invite comments from guests at the meeting, but the committee will not be required to take any action on any comments made.

The committee will submit all minutes and reports compiled and received to the Board of Directors to become a part of the official records of the association.

ESSENTIAL FUNCTIONS OF COMMITTEE MEMBERS:

The Committee shall identify and propose special projects that improve the appearance and/or utility of the common property areas as noted above within The Estuary. Special projects that are not within the annual budgeted activities will be presented to the Board for prior approval.

The Committee shall establish the minimum standards for landscaping care and communicate with the Board and Service Provider(s) to assure high standards of quality are met.

The Committee shall develop a yearly plan for the planting, pruning, caring, and weeding of the common property areas especially along Estuary Preserve Drive, the main entrance including the monument and island on Estuary Preserve Drive, parks, front of community along Balm Riverview Road, and the Albatross entrance. Plan is to be presented to the Board at the first meeting of the fiscal year.

The Committee shall review the landscaping portion of the annual budget, projecting additional projects and make recommendations for improvement of common property areas to the Board of Directors.

The Committee shall solicit, compare, and rank multiple bids and present recommendations to the Board. For projects up to \$5,000, one to two bids from reputable licensed and bonded service providers are adequate. For projects \$5,000+ two to three bids are adequate.

Ensure completeness and adequacy of the contract proposals prior to forwarding to the Board of Directors for review, changes if necessary and approval.

Have one member serve as the primary contact for communications between the Board and service providers. Notify the Management Company and Board when work is satisfactorily completed by service providers submitting pictures that invoices may be paid once submitted.

Notify the Management Company and Board of problems in service quality r when situations arise that might require Board action.

The Committee shall maintain an online Landscaping Committee Project Tracker (This may change over time.)The Tracker must contain information deemed important to the association's ongoing grounds activities. This includes bid number, vendor name, work begin date, brief project description, cost, Board status, progress milestones, work completion date, quality rating of work, and for ongoing maintenance next expected date of service.

The Committee shall maintain a Project Tracker of ongoing maintenance activities and proactively follow up when due. For example, mulch application of common areas, tree trimming, fence repairs, irrigation systems, sidewalk pressure washing, etc.

The Committee shall develop an overall communications plan to inform residents of current activities, and ensure that homeowners desiring information understand how to find it.

The Committee shall develop and maintain useful information and reference tools for upload to the community website. The Committee may contribute to the community newsletter when notified of publication, usually quarterly.

The Committee shall formally engage as a representative of the HOA only through official communication channels including mailings from the Management Company, newsletters approved by the Board, and emails between homeowners and the estuarygroundscommittee@Gmail.com. Facebook, or other similar social media should not be used for official HOA policy or business. Any postings on such media must clearly be as a homeowner and not as a member of the HOA management, committee, or Board.

The Committee may organize special activities to encourage members to enjoy and demonstrate prideful ownership of the common property areas. For example, Earth Day spring cleanup; and autumn movies in the park, etc. Any non-budgeted special activities must have prior Board approval even in the event expenses are not incurred. The committee must make an effort to assure activities do not conflict with other Committees' activities or cause a disruption to any homeowner.

The Committee may develop a bi-annual member satisfaction survey. The focus for the Landscaping Committee is to assess homeowners' perceptions of the appearance of the ground's lawns, landscaping, and common areas and to gather ideas that would further enhance the community.

The Committee shall determine methods of presenting The Estuary in a positive light throughout the local community and Hillsborough County.

Perform any other responsibilities as may be assigned from time to time by the Board of Directors.

KNOWLEDGE, SKILLS, ABILITIES:

Passion and commitment to attend regular meetings and actively contribute.

Negotiates and assures minimum standards are competitively bid by service providers. Communicates directly to service providers when performance fails to meet standards.

Able to diplomatically address homeowner concerns regarding the common areas as stated in the Community Book of Standards.

Able to community professionally and effectively with contractors and volunteers.

Is creative, plan events and encourage people to attend the event.

Communicate effectively in verbal and written formats.

Works as a team player and contribute to a process that protects and enhances the community.

INDEMNIFICATION:

Any member of this committee, determined by the Board of Directors to be acting within the authority defined in this charter, shall be indemnified by the Association against all expenses and liabilities, including counsel fees, reasonably incurred, or imposed upon him/her in connection with any proceeding brought by a member of the Association by reason of his/her being a member of the Committee.