

SaddleBrooke Villas II Landscape Committee Policies and Procedures

PURPOSE

The Landscape Committee is formed to establish, supervise, and maintain the landscape features of the Villas in accordance with CC&R's and ALC rules of SaddleBrooke HOA 2 and the Villas Association, and to assign and supervise workers sub-contracted for the work.

It is the intent of the Landscape Committee to maintain an attractive, vibrant, and pleasing appearance in the front and rear of all Villas within the constraints of the budget approved by the Board. The Landscape Committee will receive and respond to Owner questions, requests, and complaints, provide owners with information on suitable landscape plants and their maintenance, and implement rules regarding owner landscape enhancements, irrigation, repairs, or maintenance. The Landscape Committee is solely responsible for the irrigation system, and decides the number, location, type, and size of plants now in the Villas or to be installed or removed.

OWNER DO'S AND DON'TS

Villa's homeowners should:

- Submit work orders for any Landscape work needed or desired.
- Read and understand the Villas ALC's, which provide information on plants and planting.
- Notify the Landscape Committee Irrigation Team or Chairperson when leaks are noted.

Villa's homeowners should NOT:

- Plant anything in the ground unless a review is done with the Landscape Committee and a waiver of responsibility is signed releasing the Landscape Committee from maintaining those plants which are the sole responsibility of the owner.
- Tie into the Villas irrigation system for their plantings in pots. These irrigation tubes will be removed, plugged, and buried.
- Remove or change rock in groundcover, arroyos, or swales.
- Trim or remove any plantings without first meeting with the Landscape Committee.
- Place or install anything in the common area beyond their patio or walkways which could interfere with the work of the landscape contractor.
- Make private arrangements with landscape contractor employees or outside landscapers.
- Put out any bird feeders as they attract pack rats, kangaroo rats, mice, and snakes. Only hummingbird feeders are allowed in rear or side yards.

REQUESTS FROM OWNERS

When owners have a request for landscape service, they should submit a WORK ORDER, using the format and system available through the First Service website. First Service will send a copy to the Landscape Committee for review and action. No work order is needed for irrigation leaks. As stated above, any leaks should be reported to the Landscape Committee Irrigation Team or Chairperson

APPEALS

If an owner believes that a work order was not carried out by the Landscape Committee, or if he disagrees with the action taken by the Landscape Committee, he may appeal to the Board.

COMMITTEE

The Villas Board appoints a Landscape Committee Chairperson to serve for a term of one year, at the Annual General Meeting. The Committee is responsible for the installation, maintenance, and repair of all landscape installation, equipment, plants, trees and irrigation in the Villas. The Committee negotiates contracts with a landscape contracting firm, tree trimming firm, and others, as needed, for the required work. The Committee meets, generally, every six weeks. A Board Liaison is assigned to the Committee to assist with budgeting, long term planning, volunteer recruiting, contract review, and obtaining Board approval for all contracts and projects.

COMMITTEE MEMBERS

LANDSCAPE COMMITTEE CHAIRPERSONS

- a) Appointment of Volunteers
- b) Budgeting
- c) Contracting for and supervising sub-contractors and other contracts
- d) Receiving, assigning, and managing work orders
- e) Approving plantings, tree maintenance, rock redressing, and other proposals
- f) Conducting Committee meetings
- g) Communications with the Board, Management Company, and Owners
- h) Substituting for Committee members during their absence

LANDSCAPE COMMITTEE VOLUNTEERS

The Landscape Committee Volunteers assist and manage the following areas:

- a) Planting and plant maintenance.
- b) Irrigation and irrigation repair and improvements.
- c) Tree trimming and maintenance.
- d) Rock re-dressing and maintenance.

These areas ideally should have 3 members.

PLANTING AND PLANT MAINTENANCE

The Volunteers on this Team:

- a) Receive and manage work orders assigned to them by the Chairperson.
- b) Maintain and update the approved Villas plant list as necessary.
- c) Perform a Spring plant walkthrough with the landscape sub-contractor to determine the need for plant rejuvenation, removal, or replacement. Obtain approval from the Chairperson for resulting plant proposals, then supervise the correct and timely completion of plantings approved.
- d) Monitor the conditions of landscaping by periodic walk-throughs.
- e) Assist owners with questions and issues regarding plants.

IRRIGATION

The Volunteers on this Team:

- a) Will become knowledgeable (to the extent possible) about the Villas irrigation system, location of irrigation control valves, shut-off valves, and backflow preventers.
- b) Receive leak reports and assign them to the sub-contractor for repair; follow up to ensure completion of repair.
- c) Recommend major irrigation repair or improvement work to the Chairperson.

TREE TRIMMING AND MAINTENANCE

The Volunteer(s) for this Team:

- a) Receives work orders for tree trimming, assigns the work to the sub-contractor and ensures completion of the work
- b) Once a year performs a walk-through with the tree sub-contractor to determine trimming work required, then submits the proposal from the sub-contractor to the Chairperson for approval.
- c) Supervises and monitors the work of the sub-contractor to ensure the work is completed.
- d) Communicates to the owners when the sub-contractor will be working.
- e) Maintains the map of Villa Trees, updating should a tree be removed.

ROCK RE-DRESSING AND MAINTENANCE

The volunteer for this section:

- a) Once a year perform a walkthrough of the Villas to determine need for ground cover, rock raking, or re-dressing and swale rock repair.
- b) Obtain a quote from the landscape sub-contractor for the required work and obtain approval from the Chairperson.
- c) Supervise and monitor the work of the sub-contractor.

BUDGETING

The Chairperson will provide the Board with an annual budget. The budget will include sub-sections for the cost of the principal landscape sub-contractor (s) and the four principal landscape areas (plants, trees, irrigation, and rock), as well as for landscape improvements and special projects. Once approved by the Board, the Chairperson will manage performance for the budget and/or inform the Board of any projected changes.

SUB-CONTRACTORS

The Chairperson will, from time to time, obtain bids for the principal landscaping requirements for the Villas. The Chairperson will analyze bids received and recommend the winning bid to the Board. Once the contract has been signed, the Chairperson will supervise performance to the contract specifications. The Chairperson will approve other sub-contractor bids as needed, in accordance with the budget.

WORK ORDERS

The Chairperson will receive all work orders submitted by Owners to the management company. They will be reviewed and forwarded to the Team Leader for that lot. The Team Leader will meet with the Owner to discuss and advise action to be performed and report back to the Chairperson. The work will then be assigned to the principal sub-contractor for action. A log of work orders received, including completion date of the work order, is maintained by the Chairperson. Sample below:

SaddleBrooke Villas II – Work Order Progress Report

W/O #	Lot #	Owner	Date	Work to be done	Assigned to	Date Completed
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THE PRINCIPAL LANDSCAPE SUB-CONTRACTOR

Work specifications:

The intent of the contract with the principal landscape contractor goes beyond simply maintaining the property in “as-is” condition. It is the intent of the agreement to maintain and enhance the appearance and value of the property. The Contractor will devote special attention to determine if improvement or enhancements, which go beyond the basic contract, would be advised. In that case, suggestions for enhancements beyond the basic contract will be prepared and submitted for review and approval by SaddleBrooke Villas II.

a) CONTRACTOR BASIC REQUIREMENTS

The property will be serviced on a weekly basis, rotating through 213 units once every four to five weeks. A dedicated crew is assigned on a permanent basis. The crew will consist of a supervisor and one worker in January, February, October, November and December, and a supervisor and two workers in March, April, May, June, July, August, and September. The crew will work 8 hours per day (yard to yard) five days per week, except on Holidays and assigned training or other days. The Landscape Chairperson will be notified of those days away from work one week in advance.

Contractor will provide all labor, materials, equipment, insurance, and supervision. The contractor will carry liability insurance and workers' compensation insurance as required by law on its operators and employees and will provide proof of insurance to SaddleBrooke Villas II. Contractor will be responsible for obtaining any licenses and/or permits required by law for the activities being performed on SaddleBrooke Villas II property. The contractor will comply with all Federal, State, and local regulations in the completion of all work provided. The contractor will not, however, be responsible for damages to plants, property or irrigation equipment due to acts of God, third parties, or vandalism.

b) CONTRACTOR DETAILED REQUIREMENTS

The crew will trim all bushes to maintain their natural appearance and periodically perform major trimming to prevent plants from becoming too large. The maximum height for all plants will be maintained at 4 feet except for patio privacy plants which will be at 5 feet. The crew will trim trees up to a height of 10 feet to prevent structural damage or to remove damaged or dead branches. If trimming over 10 feet is required, the crew will inform the Landscape Committee for action. The crew will remove plants as directed by the Landscape Committee.

The crew will determine irrigation needs, adjust the irrigation timers as needed to ensure appropriate irrigation, and monitor the irrigation system for proper operation, and for leaks. The crew will note and/or respond to requests to repair areas where irrigation is not performing as required and will repair those leaks. If repairs require more than 1 hour work time by the crew, they will request assistance from the sub-contractor's specialized irrigation team. This includes repair to PVC lines, valves, irrigation timers, etc. In this case, the crew will inform the Landscape Committee.

The crew will maintain ground cover rock by raking bare areas and performing minor repair of rock areas damaged by action of animals, water flow or wind, spray weeds and apply weed preventer as required, rake and/or blow leaves and landscape waste and remove same.

The crew will receive, act upon and respond to work orders received from the Landscape Committee and keep the Chairperson informed of the completion date of work orders or reasons why they cannot be completed.

The crew leader will attend Landscape Committee meetings and update the committee on current and recent actions and issues.