

LANDSCAPING COMMITTEE

Purpose: To keep the grounds of Verona Reserve attractive and inviting, while staying within the Association's budget.

Responsibilities & Duties:

- Work closely with the board through the committees' board liaison, the property manager and the grounds maintenance contractor to ensure that turf, trees and plants are maintained in a healthy and vigorous condition.
- Walk the community monthly with the grounds maintenance contractor to ensure work is being done according to the scope of work and contract.
- Respond to owner questions or concerns and bring any issues to the attention of the board, through the board liaison.
- Update owners with any changes or projects in process through email blasts or website posts.
- Coordinate with the irrigation and ponds committees' on areas of mutual interest.
- Prioritize projects, research vendors and obtain bids as needed.
- Submit bids and proposals in writing to the property manager and the board liaison, no later than the Friday prior to a scheduled board meeting.
 - Such bids or proposals would include the committee's recommendation.
 - Any recommendation to the board shall be supported by vote of a majority of all committee members.
- Following completion of the work, inspect work to ensure that it has been completed as bid. Notify Property Manager upon satisfactory completion.
- As requested by the board, review the landscaping contractor scope of work and propose recommended changes.

Duration: The committee is a Standing committee and will continue year to year.

Members: The committee is made up of a minimum of three core members, including the Chair.

- Members are expected to attend committee meetings and actively participate in the duties of the committee.
- Committee members must be in good standing with the Association.
- Committee members must abide by Association documents and support the efforts of the board.

Meeting Notice: As the committee does not have final approval authority, the committee may meet in a private residence without public notice, although open meetings are encouraged.