

## Landscape Committee Report to the SVOA Board

May 11, 2016

The Landscape Committee met May 2, 2016. All committee members were present at the meeting. Diane Marthaler, representing the Board, was also present.

- The Committee welcomed Jim Hall as our newest member of the Landscape committee.
- Dave Stewart, ARC committee member, attended our meeting to note that NLS was not controlling weeds in his neighborhood.
- The Committee approved proposed Charter revisions. Copy attached.
- We are awaiting bids from NLS and Shonnards to remove flagged shrubs along Country Club.
- The Committee approved a bid from Tim Brewer to remove 4 pine trees in the Native species demonstration plot behind the pool house in the amount of \$1,980. Removal is scheduled for May 25. The Committee also approved a bid from Shonnards to remove all other shrubs and ground cover except for the two Japanese Snowbell trees in the amount of \$1,450. Removal is scheduled for XXXXX. An ARC request form is being submitted for tree removal. No ARC approval is required for shrub removal.
- The Committee is going to schedule a meeting with Ester McEvoy to assist with design plans for the demonstration plot.
- A meeting is being scheduled with Molly Hendrix and Michael Bernard of NLS to discuss several issues related to deficient contract performance pertaining to the Landscape contract. We are recommending that two separate penalties be applied for non-performance of completing donut holes around irrigation spray heads and non-performance of weeding shrub beds in Common and Single Family areas.
- We reviewed zone responsibilities of the committee to monitor landscape contract performance. I will work with Kurt to have a new zone map drawn.
- We reviewed the Committee Landscape budget of \$10,000 and noted that it was not referenced in the Board minutes of the last meeting.
- We reviewed changes to the Observation forms and discussed the need to review the use of this form with NLS.
- We are again going to follow up with B. Johnson Turf to obtain the Irrigation design document to replace the drip irrigation system. Further action may be required.
- The Committee agreed to clarify with the Pond Committee that their committee is responsible for providing oversight of the Pond Landscape contract.
- We expressed to Logan Norris, Chair of the Tree Committee, our concern about the dying birches around walkways and how their falling branches create a hazard for tripping walkers and even falling on people underneath. The committee will send Logan a list and the location of the problem trees.
- It was also noted that not all overhanging sidewalk vegetation has been cut back. A list of impacted addresses will be sent to Kurt so he can notify homeowners.

**Stoneybrook Community Owners Association  
Landscape Committee Charter**  
Strikeouts indicate deletions. Red text indicates insertions.

**Landscape services are the community's largest expense. The Landscape Committee helps assure that services to Single Family properties and to Common Areas are performed according to SVOA landscape specifications.**

**The Committee**

- Serves as liaison to facilitate communication among owners, Community Manager and Landscape Service Provider based on landscape specifications governing Common Areas and Single Family services. The Committee is comprised of Owner volunteers appointed by the Board as recorded in Board minutes. ~~The Committee has no operating budget.~~
- The Committee cannot give instructions directly to the landscaper but must act through the Community Manager or the Board.
- ~~Owners are not to seek special attentions from work crews. Owners may not request additional landscape work through this Committee. Requests for additional work must be made through the Community Manager. Forms are available in the Club House.~~
- **The Committee may initiate special projects relating to landscape design. The Committee may recommend species, design and/or changes to landscaping in the Common Areas.**

**The Landscape Committee Chair** oversees the following Committee responsibilities:

Set agenda; convene and preside at meetings of the Committee.

Assist Community Manager and Owners to arrive at satisfactory results when SVOA Landscape Maintenance Request Forms are filed.

Participate in monthly walks through the community with the Community Manager and Landscape Service Provider in order to foster clear communication on landscape questions.

Identify areas needing specific corrective treatments by Landscape Service Provider.

Recommend landscape specification changes to the Board as needed.

Consult with Architectural Review Committee pertaining to landscaping.

Maintain a log of landscape maintenance practices, including notes about their effectiveness.

Participate, at the invitation of the Board, in evaluations of Landscape Service Provider.

Submit monthly reports to the Board summarizing Landscape Committee activities.

**Amended by Board May 11, 2016**

Barbara Bowns, chair                      Richard Miller                      Lyn Martin                      Jim Hall  
Doreene Carpenter      Logan Norris      Gary Jolliff