

VERSION 1.0	OAKLAND HILLS CONDOMINIUM ASSOCIATION	PAGE 1 OF 3
LAST UPDATED: SEPTEMBER 12, 2018	LANDSCAPE COMMITTEE POLICIES/PROCEDURES	

Committee Name	
Landscape Committee	
Committee Purpose and Responsibility	
<p>The purpose of the Landscape Committee is to help maintain the Condominium Community Common Area appearance and atmosphere. The Landscape Committee is focused on three primary areas: 1) community common area overall aesthetics and beautification, 2) common area landscaping, and 3) providing community resident assistance and response on landscape issues.</p> <p>The Landscape Committee will keep an informal log of routine resident landscape contact issues and their resolution. The contact log will be reviewed at each Landscape Committee meeting.</p> <p><i>(Refer to the Condominium Master Deed for definition of Common and Limited Common Areas.)</i></p>	
Committee Chair (Board Member)	
Larry M. Smith (larrysmith9@gmail.com) <i>Committee Chairs are selected from and by the Association Board.</i>	
Committee Members	
1. Cliff Kegeler 2. Chris Linden	3. Dick Olivanti <i>Committee Members are selected by Committee Chair.</i>
In Scope	Out of Scope
<ul style="list-style-type: none"> • Landscape annual budget planning • Annual flower and bulb planting in major common areas (e.g., clubhouse, entrance) <p style="text-align: center;"><u>Oversight & monitoring of the following landscape categories:</u></p> <ul style="list-style-type: none"> • Common Area landscape • Water features & pump operations • Irrigation system • Well & pump operations • Lawn Maintenance: mowing, trimming, clean up, fertilizing, weed control, mulching • Clubhouse lake #1, and Ponds # 2, #2A, # 3, #4,#5. • Pond & shoreline management • Landscape maintenance issues • Architectural Review Committee consultation • Planting guidelines & landscape by-laws 	<ul style="list-style-type: none"> • Snow Plowing • Storm drains • Resident Warranty questions or issues • Limited Common area issues (e.g., driveways, sidewalks) • Infrastructure systems

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| <ul style="list-style-type: none"> • Buffer zones around water features • Major garden areas: entrance & clubhouse • Natural area west of clubhouse lake • Natural areas north & south of entrance drives | |
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Communication

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| <ul style="list-style-type: none"> • Residents should report <u>emergency</u> landscape maintenance issues directly to Gardner Management for resolution (e.g., broken sprinkler heads, water line issues, pump failures). • Residents should report <u>home warranty</u> issues directly to AVB Customer Service • Residents should communicate <u>their specific</u> landscape questions or issues directly to Gardner Management (e.g., sprinkler adjustments). • Residents should communicate <u>unresolved</u> landscape issues (i.e., those previously reported to Gardner Management and unresolved) to the Landscape Committee Chair. • Landscape Committee members may respond to resident questions on landscape issues in accordance with condominium by-laws and best accepted practices. Questions directed to Landscape Committee members by residents may be referred to Gardner Management. • The Landscape Committee chair will communicate open unresolved issues to the Association Board for discussion and/or approval where needed. |
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Meetings

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| <ul style="list-style-type: none"> • The Landscape Committee will meet about every two months at the clubhouse. • The Landscape Committee meetings are open to residents. Time will be dedicated at each meeting for resident input. Any required voting is limited to committee members. • Announcement of the meeting time and location will be posted on the website calendar • Minutes of the Landscape Committee meeting will be posted on the website. |
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Document Update Process

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| <ul style="list-style-type: none"> • This document will be updated as membership, scope or other relevant content changes occur. • Committee policy/procedure documents will be stored on the Association website. |
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APPENDICES

Input, attach or link to any relevant data that should be stored centrally associated with this committee.

Landscape Recommendations/Guidance:

- The natural area surrounding the entrance and exit drives should be cut down about every three years to eliminate dried stalks of weed plants and improve the growth and spread of wildflowers.
- A buffer zone should be maintained around each community water feature (Clubhouse Lake, Ponds #2, 2a, #3, and #4 (note: #5 is a natural, spring fed pond without access). Buffer zones retard erosion. The buffer zones consist of un-mowed grasses approximately 12” – 18” high and 24” wide. The trimming of buffer zones landscape should be approximately twice per season.
- Residents should be notified by Gardner management at least one week in advance of any non-routine lawn service (e.g., chemical treatment of garden beds for weeds, mulching, fertilizing.) (Routine lawn service includes normal mowing, trimming, irrigation, fertilizing, and broadleaf weed control of common areas).

Clubhouse services currently provided by community volunteers:

- ordering supplies
- maintenance and storage of decorations
- maintenance of A/V equipment