

LANDSCAPING COMMITTEE OF CIELITO LINDO DE TUBAC

Job Description

While a Landscape Committee is not required by any of Cielito Lindo's governing documents, the budget for landscaping in the community accounts for an average of 30% of the annual expenses. The integrity of the community's landscaping accounts for a significant portion of our property values. Managing the various landscaping activities that are necessary to sustain and improve Cielito Lindo's overall appearance requires attention, informed decisions and weekly, often daily, communications with homeowners and contractors. Thus, the Board of Directors has created and authorized a Landscaping Committee to manage the landscaping affairs of the community.

GENERAL MAKEUP AND FUNCTIONING

- The membership of the Landscaping Committee is filled by volunteers.
- A Chairperson is selected by the group or appointed by the board.
- Regular reports of the Committee's activities are submitted to the Board of Directors.
- Generally one member establishes a relationship with the sub-contractor to establish clear direction. Although, for practical reasons, each member of the Committee has authority to direct the work being done on behalf of the Committee.
- The members of the Landscape Committee keep in regular contact such that all members and the board are informed of current activities.

DUTIES

- In collaboration with the Manager and the DRC, help monitor compliance of all members regarding the Association's governing documents dealing with landscaping:
 - CC&R rules and regulations regarding the Association's landscaping
 - Article 9 Section 9.8 Color, Building Materials and Front Yard Landscaping
 - Article 10 Section 10.20 Landscaping
 - Design Guidelines: Landscaping
- Maintenance
 - Help interview and recommend landscaping services to the Board.
 - General services including weeding, debris removal, shrub pruning, small tree pruning, pre-emergent spraying, and irrigation monitoring and repair.
 - Large Tree pruning of the Heritage Mesquites unique to this community.
 - Determine the scope of landscaping services necessary to maintain the quality appearance of Cielito Lindo.
- Help manage the landscaping contractors' work.
- Hire incidental work to be done as needed.

- Respond to homeowner (member) concerns and requests.
- Collaborate with the Manager and the DRC in evaluating Design Modification Requests regarding landscaping modifications and make recommendations to the DRC regarding approval.
- Generally keep an eye on the condition of the community's landscaping .

FINANCE

- Submit an annual budget for the following year during the Board's budget meetings.
- Once approved by the Board, manage that budget.