

ARBOR RIDGE HOMEOWNERS' ASSOCIATION
ADMINISTRATIVE RESOLUTION NUMBER 2011-001
Establishment of a Landscape Advisory Committee

WHEREAS, The Arbor Ridge Homeowners Association Board of Directors will designate to have a Committee to assist in the development and management of policies and standards of the Common Areas and Cottage Home Collection Landscape Program (maps on website). They will work with the assigned Landscape Company, Management Company and the Board of Directors; and

WHEREAS, the Board of Directors has identified the need for such a committee; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors establishes a committee as a standing committee of the Association as the Landscape Advisory Committee:

RESPONSIBILITY

1. The Primary responsibility of the Landscape Advisory Committee is to advise, oversee the landscaping of the landscaper contractor and to assist the Board of Directors in those matters relating to any addition, alterations, maintenance or improvements to the landscape in the Common Areas and the Cottage Home Collection Landscape Program Participant Lots as defined in the CCR's and can be found on the HOA web site.
2. The functions of the Landscape Advisory Committee include, but are not necessarily limited to, the following:
 - Monitor all landscaping in the Common Areas and work with the Landscaper, Management Company and Board of Directors to correct any issues or problems.
 - Monitor all landscaping in the Cottage Home Collection that participates in the Landscape Maintenance Program and work with the Landscaper, Management Company and Board of Directors to correct any issues or problems.
 - Make recommendations to the Board of Directors on improvements or changes needed in the monitored areas.
 - Quarterly Scheduled Landscape walks with Landscaper, Management Company, Board Members and Landscape Committee Members will be performed. Attendance by at least one member of all groups is necessary.
 - Landscape Committee will have the discretion to replace or fix existing landscape without Board Approval as long as the amount is equal to or under \$500 per an incident. Communication must be made by email to the Management Company and the Board President.
 - All Landscape costs exceeding \$500 and less then or equal to \$1000 must be approved by the Board President or Vice-President. Communication must be made by email to the Management Company, Board President and Vice-President.
 - All Landscaping costs exceeding \$1000 must be approved by the Board of Directors. Communication must be made by email to the Management Company, Board President and Vice-President. Some approvals may be completed with out a Board of Directors Meeting and will be submitted to the Board as a Memorandum of Action of the Board of Directors and presented at a Board of Directors Meeting.

MEMBERSHIP

1. One Leader to represent the Committee.

2. One Board Member to be a Liaison to act as a Communication Channel between the Committee and the Board of Directors.
3. Any number of additional members may be added to the Committee as the Board sees fit.
4. Board must approve of the Committee membership and the Committee members must be in good standing with the HOA Financially.

This resolution was passed by the Board of Directors on 05/23/2011.

ATTEST:

President, Board of Directors
Arbor Ridge Homeowners Association

Secretary, Board of Directors
Arbor Ridge Homeowners Association

5/23/2011

Date