

STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.
POLICIES AND PROCEDURES
LANDSCAPE & GROUNDS COMMITTEE GUIDELINES

Revision 8

6/22/2023

I. PURPOSE

The committee shall exist for the purpose of advising and assisting the Board of Directors in developing and carrying out plans for beautification and maintenance of the community properties and common areas.

II. REFERENCES

A. Sixth Amended and Restated Bylaws of Stonebridge Ranch Community Association, Inc., Article V, Section 5.1

III. ORGANIZATION

A. Structure:

1. The committee shall consist of 5 to 7 residents.
2. The volunteer members of the committee may select a Chairperson, two Co-Chairpersons (Landscape and Hardscape), and a Secretary from within its membership. These officer selections of the committee must be approved by the Board of Directors at their next regular meeting.
3. The Chairperson shall preside at all committee meetings and the Secretary will be responsible for taking minutes at all meetings and submitting an approved copy of the minutes to the Director of Operations and the Board of Directors liaison.
4. The Chairperson shall be responsible for transmitting any and all recommendations to the Board of Directors liaison and Director of Operations.
5. The committee may appoint up to two (2) alternates. Alternates may attend regularly scheduled meetings of the committee and fill any vacancies in order for the committee to achieve its quorum requirements.

B. Membership:

Each committee member shall be a resident owner and a member in good standing of the Stonebridge Ranch Community Association.

C. Terms:

1. There shall be no term limitations on committee members.
2. The committee Chairperson, Co-Chairpersons and Secretary shall be elected annually.

D. Meetings:

1. The committee shall meet on a regular basis, and the Chairperson and Board of Directors liaison shall be responsible for deciding how many committee meetings are required throughout the year to successfully plan and oversee its activities.
2. The committee shall meet a minimum of once every two months.
3. The committee may schedule additional meetings as deemed necessary to accomplish its duties.
4. Meetings shall normally be held at the Association office but may be held at alternate locations as long as the location is published with adequate notice and agreement by the committee.
5. A meeting schedule for the year shall be posted on the Association website and updated as changes occur.

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6. Any committee member who has three (3) consecutive absences or four (4) absences in a calendar year may be removed from the committee.

E. Quorum:

1. A majority of the committee members shall constitute a quorum for the transaction of business.
2. The vote of a majority of the members present at which a quorum is present shall constitute the decision of the committee.

IV. DUTIES

A. Responsibilities include:

1. Using the Landscape Project Plan as a guide, establish priorities for both hardscape and landscape projects with the goal of maintaining and enhancing the beauty of the association common areas.
2. Provide oversight on specific hardscape and landscape projects. This includes project scope, design, cost estimate, and board approval.
3. Develop a landscape replacement policy to help guide the Landscape & Grounds Manager in maintaining common area landscape.
4. Make recommendations to the board on seasonal color selection.
5. Review the monthly landscape inspection report for opportunities for landscape improvements.
6. Provide input to the Communication Committee in support of landscape and hardscape articles to homeowners.
7. **Provide input for ways to contain or minimize landscape and hardscape cost.**

- B. Any form of communication must be approved by the Board of Directors prior to publication and distribution.

V. REVISION HISTORY

REVISION	DATE	CHANGES
0	06/26/2008	Original
1	08/29/2008	Final Version
2	09/17/2013	Committee attendance
3	11/14/2013	Committee officer terms and added Vice Chairperson
4	01/26/2017	Updated document to include Co-Chairperson and updated Duties to be current
4	06/28/2018	Board reviewed with no changes made
4	06/20/2019	Board reviewed with no changes made
5	06/18/2020	Updated to current Bylaws and changed Master Landscape Plan to Landscape Project Plan
6	03/25/2021	Added Chairperson
7	06/23/2022	Section III.A.2. Added last sentence to this section.
8	06/14/2023	Section IV A. Added #7