

## **Landscape Committee**

The Landscape committee will work on the improvement of the common areas of the association. They will be responsible for the coordination and running two clean up days each year in conjunction with the "Adopt a Road" program.

### **Composition and Qualifications:**

The committee will consist of three members that are homeowners in Cedar Ridge in good standing. One homeowner will serve as Chair of the group. One board member will be the liaison between the Board and the Committee. The committee will work with the Board Liaison on any issues that need clarification. Committee members are volunteers appointed by the Board President.

### **Responsibilities:**

- The Landscape committee will be responsible for planning and coordinating two clean-up days each year. The committee will use the Pierce County "Adopt a Road" project for the neighborhood. The clean-ups will take place in the months of April and October (or another date decided upon by the committee) weather permitting.
- The committee will also be responsible for looking into improvements for the association in the common areas. They will present the proposed improvements to the Board in the month of September prior to the budget being completed. The committee will work with the board on bids and other related information for the improvements.
- Smaller improvement projects may be presented to the board at any monthly Board meeting.
- Report to the Board condition and requirements for entrance sign cleaning and sealing, bark, installation or replacement of shrubs/ trees/ plants. Also any changes or repairs to the entrance electrical lighting or irrigation systems.
- Report conditions and make recommendations regarding mailbox areas
- Report conditions and make recommendations regarding retention pond areas.

### **Procedures:**

1. The committee will pick a chairperson who will keep the board liaison informed of all business of the committee.
2. The committee will contact the Board and the editor of the Cedar Reader to publish the dates for the clean-ups with a short article if necessary the month prior to the clean-up.
3. The committee will contact Pierce County and follow the established guidelines for the "Adopt a Road" program. Vests, hats and signage will be picked up before the event and returned afterwards per the county.
4. The committee will prepare a request for food, equipment, and repairs needed to be made and present them at the board meeting the month prior to the event. Requests will be pre-approved and noted in the minutes. All receipts and information will be turned in to the Board at the next meeting on the Cedar Ridge Reimbursement Form.
5. The committee will investigate and prepare budget requests for the common areas at the September Board Meeting. The requests will include all costs for related improvements.
6. The committee Chair will keep records, policy and procedures, list of members, minutes of any activities, and all improvements information that will be passed on for committees in the future.