

# Yard of the Month

The “Yard of the Month” is a landscaping, home improvement contest sponsored by Cedar Ridge Homeowners Association. It was designed to provide Community Recognition of Homeowners who have maintained and enhanced their yards and landscaping for the ultimate benefit of all Cedar Ridge Homeowners.

## **Qualifications:**

The committee will consist of a maximum of three homeowners in good standing appointed by the Board President. One homeowner will Chair the committee and will work closely with the Board Liaison to the committee.

## **Responsibilities:**

The Committee is responsible for awarding Yard of the Month to selected homeowners in the months of May-August and September, if weather permitting.

The committee is responsible for notification of the contest each year, purchasing of gardening gift, preparing a budget for all purchases, notification to the Board and information to the Newsletter Editor for publication of the monthly winner in the Cedar Reader.

The committee will also make contact with each winner by a home visit to announce to the homeowner they are that month’s winner, presenting them with the yard of the month sign in their yard for one month and small gift basket or other gardening gift.

## **Procedures:**

The Committee will pick a Chair to work with the Board Liaison and the committee.

The committee will prepare a budget for all purchases to be made, equipment needed and make a presentation to the Board at a monthly meeting before April each year.

All purchases will be pre-authorized and all receipts kept and turned in along with the Cedar Ridge Expense Voucher to the Treasurer at a Monthly Board meeting or given to the Board Liaison to do so.

All requests and expenses shall be noted in the minutes of the Board meeting.

Yard of the Month will be awarded the months of May thru August and will include September, if weather permitting.

The committee will contact the newsletter editor in the month of April and have a short article placed in the newsletter about the contest, how to nominate a homeowner, and any other pertinent information.

The committee will tour the neighborhood each month to determine a winner. The criteria for selecting “Yard of the Month” will be based on the criteria at the end of this document.

Pictures will be taken of the yard selected and that picture along with the name of the homeowners will be forwarded to the Board and Newsletter editor by a set date to ensure the winner is in good standing and that the information will be included in that month’s newsletter.

The committee will visit the home selected for Yard of the Month on the first of each month. The homeowner will be notified that they have been selected, yard sign given to them to display for one

month and a small basket of gardening goodies or some other gift. The homeowner will be told the yard of the month sign will be picked up at the end of the month for the next contest winner.

The committee is responsible for up keep of the “yard of the month sign” and after receiving authorization the purchase of gardening goodies/gift to be given to the homeowner.

One member of the committee will collect the sign of the winner at the end of each month to ensure it is ready for the new winner on the first of the month. The sign is displayed in the winner’s yard for one month.

Records-for the Yard of the Month Committee will be kept by the Chair and will include:

- Policy and Procedures
- Criteria for selection of Homeowner each month.
- List of winners for that year and the previous year(s).
- Names of the committee, Board Liaison, e-mails and phone numbers.
- Any other pertinent information.

**The following is the criteria used for selection of Yard of the Month:**

- Homeowners in good standing. Homeowners who have paid their dues as of April 1st of each year and no unresolved non-compliance issues.
- Homeowners who have well maintained landscape.
- Homeowners who have received Yard of the Month may only be eligible every other year.
- Current Committee members are prohibited from receiving Yard of the Month.
- Homeowners wishing to nominate a home for Yard of the Month must do so by contacting a member of the committee by the 10<sup>th</sup> of the month.
- Yard of the Month will be recognized during the following months: May, June, July, and August. September will be considered weather permitting.
- Yard of the Month sign is to be displayed for the entire month. A small gift will also be given.
- A picture of the yard along with the Homeowner’s name will be sent to the Newsletter editor before publication on a day agreed upon by the committee and the editor. The editor must check with the Treasurer to make sure winner is in good standing.

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