

Roles and Responsibility Guidelines

for the

Dundee Home Owner's Association

Landscape Committee

Role and Responsibility Guidelines for the Dundee Neighborhood of TwinEagles Landscape Committee

Adopted June 7, 2019 by the Dundee Neighborhood of TwinEagles Homeowner's Board of Directors

Statement of Purpose

The mission of the Dundee Home Association ("the Association") is to promote the long term value of the neighborhood and the harmony and social interaction between the residents for the greater good of the neighborhood. Per the Dundee documents the landscape surrounding our homes and common areas is a unifying element of our neighborhood. To enable the Association to succeed in its mission, the guidelines, rules and regulations of the Association must be followed by the residents in the neighborhood.

The Landscape Committee supports a very important component of the Association's mission. These guidelines are adopted pursuant to the authority granted to the Dundee HOA Board of Directors. ("the Board")

Landscape Committee Guidelines

The Landscape Committee was created by the Board. The Committee is a supporting group of the Board and is assigned to deal with the regular and on-going landscaping activities as defined in the Declaration of Neighborhood Covenants and Restrictions for Dundee at TwinEagles.

The Landscape Committee will advise the Board with ideas, needs, and decisions related to the Dundee HOA landscaping.

The Landscape Committee is committed to preserving the unifying characteristics of the Association landscaping.

The Landscape Committee members represent all homeowners in their actions and input.

The Committee and Board are to be responsible stewards of the Association member's dues.

The Landscape Committee membership level shall be targeted at no more than 5 members with one member acting as the Chairperson.

The Landscape Committee chairperson shall have the duties as outlined below.

- Serve as the Committee chairperson for (1) year.
- Organize the regular Committee meetings throughout the year (location, invitations, reminders, meeting minutes, etc.)
- Act as the main spokesperson of the Committee with the HOA Board
- Communicate and collaborate with all committee members.

The Landscape Committee shall meet as needed during the year.

The Landscape Committee shall provide regular updates to the Board at each regularly scheduled Board meeting throughout the year.

The Landscape Committee duties include:

The committee conducts regular monitoring of the landscaping services provided by the contracted company.

The Committee provides regular feedback to the Board on the quality of the services.

The Committee provides input to the Board in regards to regular plant and landscaping maintenance including plant removal and replacement and irrigation.

The Committee, Board and Property Manager should be the only ones permitted to interface the Landscape Contractor/Personnel/Staff

This committee has the following limitations:

The Landscape Committee cannot assume or authorize any cost, or make any changes to the landscape on behalf of the Association. The committee serves as an advisory group only. All suggestions should be directed to the Dundee HOA Board.

The Landscape committee will be a standing committee until dissolved by the Board.

