



Walnut Creek Mutual Fifty-Five

Landscape Committee – Roles and Responsibilities

The landscape standing committee serves in an advisory role to the Board. The goal is to communicate community needs to the Board of Directors of Mutual 55. Their primary role is not to establish policies, but rather to provide information and options to enable the Board to make fully informed decisions for the common good of Mutual 55. This is accomplished in two ways. The first is common area inspections to look for possible ways to improve and enhance common areas. The second is to review potential landscape improvements, propose changes or maintenance issues and make recommendations to the Board.

The Committee will have one chairperson, who must be a homeowner in good standing at Mutual 55. The Chairperson will be responsible for all communications to and from the Board but may delegate this responsibility on a case-by-case basis to any committee member. In addition to the Chairperson, the Committee shall consist of at least two but no more than four other community member volunteers. Every volunteer on the committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.

The Committee shall provide an organized channel of communication between members, residents, property manager and the Board. The committee is not authorized to financially or legally obligate Mutual 55 in any manner (i.e., contract for services, hire contractors, borrow money, purchase equipment or supplies or approve such a request on behalf of Mutual 55) unless it has been specifically approved by the Board.

The Committee shall meet as needed, but at least twice per year. All official meetings of this Committee will have at least a four-day prior notification to the committee members. The meeting minutes shall be emailed to Mutual 55's President, Secretary, and Assistant Secretary within five days after any committee meeting and will serve as the report to the Board for the next regularly scheduled Board meeting.

Mutual 55 has the right and authority to take action and make decisions with or without involving any committees and to take action and make decisions which are consistent with or contrary, in whole or in part, to any committee recommendations, should they see the need.

Duties and Responsibilities of the Committee Chair

1. Draft the Committee's agenda, schedule the meetings and ensure the meetings are professional and efficient.
2. Ensure all committee members are informed of current events in regard to the committee.
3. Act as a liaison between the committee and the Board of Directors.
4. Be present at committee meetings and prepare written minutes of such meetings. Email those minutes to the Board's President, Secretary, and Assistant Secretary within five days after a committee meeting.

5. Prepare a roster showing names of committee members. A copy of the roster shall be emailed the Secretary and Assistant Secretary within five days of any additions/deletions/revisions.

Duties and Responsibilities of Committee Chair and Members

1. Review the landscape maintenance of all Association common areas.
2. Review the waste and recycling of all Association common areas.
3. Make recommendations to the Board regarding any issues or improvements to the common areas.
4. Organize and supervise volunteer projects to improve common areas.
5. Develop written detailed statements of work to correct identified deficiencies and provide such to the Board for review and comment.
6. Evaluate the current landscape, waste management, and recycling conditions and make appropriate recommendations to the Board for review and comment. Evaluation includes but not limited to, identifying deficiencies in the current landscaping maintenance and document any required corrective actions.

Board Meetings

The Board meeting agenda will have a place for receipt of the committee reports. If the committee has an issue or request which requires Board action, the Committee Chair or representative may appear before the Board under the committee report agenda item to make the request.

Design Considerations

The design guidelines require that the existing footprint and design is maintained in all general common areas and that all new plantings and design considerations blend into and complement the overall style and intention of Mutual 55. The Board is solely responsible for contracting with vendors and contractors. Issues to consider regarding design include, but not limited to,

- Existing vegetation and general design,
- Ecological composition of the environment,
- Preservation of existing mature trees/shrubs/plants,
- Shade/sun/wind/drought/soil conditions/water conservation/animal resistant plants,
- Ease and cost of maintenance/budget,
- Impact of growth of plants along with any additions/subtractions,
- Recommendations should include cost analysis/design plans/drawings, pictures, etc.,
- Consider professional consultant/design professional/arborist/horticulturalist, and
- Think safety/liability/security/asset protection.

Board Adoption: January 20, 2021 (5-0)