COMMON AREA LANDSCAPING COMMITTEE
JOB DESCRIPTION

Purpose

The committee, operating according to the requirements and procedures stated in Article VII of the ByLaws of the Association, shall serve in an advisory capacity to the Board of Directors on matters relating to the maintenance and operation of the common area landscaping. The common area encompasses the landscaping, including all common areas hardscape such as the brick and concrete brick walls surrounding Fairway Village, asphalt walkways and concrete sidewalks, including those concrete sidewalks adjacent to the clubhouse, the clubhouse parking lot, as well as the curbs to said sidewalks and parking lot. Landscaping includes all grounds along the perimeter of the clubhouse and pool, as well as the grounds within the islands in the parking lot. Irrigation, lighting, signage, and trash receptacles in the common areas are also the scope of this committee. Recommendations regarding maintenance and repairs to the common area shall be submitted to the Administrator for consideration and costing. All recommendations for changes, modifications and/or improvements shall be submitted to the Administrator for costing and data keeping, to the Finance Committee for budget considerations and finally to the Board of Directors (BOD) for approval or disapproval based on costs, budget and priorities.

Roles

Committee Chairperson

The duties of the chairperson are to plan, lead and direct the work of the committee in compliance with the Association's governing documents and direction from the BOD. The responsibilities include, but are not limited to, chairing all meetings, preparing agendas, keeping abreast of the conditions of the common area, preparing and updating the Five-Year Plan, ensuring that minutes are kept and copies forwarded to the BOD and the Administrator for data keeping and calling special meetings as required.

Membership and Officers

The committee shall be comprised of a minimum of five (5) and a maximum of seven (7) members. The committee shall submit to the BOD for approval, through the formal recommendation process, the names of any new members they recommend for inclusion on the committee. Membership terms shall be for three (3) years and shall expire on the 31st of December of the third year. Vacancies are to be reported to the BOD and replacement advertisement placed in The Villager by the committee. Committee members will be identified by the ending of their term.

Any member absent from three consecutive meetings shall be automatically terminated from membership and a successor appointed unless the remaining committee members unanimously waive termination through secret ballot.

The committee, at their first meeting in January, elects a Chairperson, Secretary and other officers as needed. The names of the proposed officers are to be submitted to the Board for approval at the February meeting. A current list of all members is to be submitted to the Administrative Office in January of each year. The Chairperson or his designee shall preside at all meetings and the Secretary shall keep a record of all actions, proceedings and recommendations and their Board of dispositions. The Chairperson or his designee will attend each regular meeting of the BOD and any special BOD meetings when requested.

Board Liaison

The liaison is a member of the BOD who acts as the direct and formal contact between the committee and the BOD. The liaison will act in accordance with the outline as stated in the description under the BOD and will submit the committee's recommendations to the BOD. The liaison does not have a vote on committee matters.

Administrator

The Administrator is the Operations Manager for the FVHA. The Administrator manages the daily administrative, financial and fiscal operations of the FVHA in the accordance with the policies, directives and job description established by the BOD. The Administrator does not have a vote on committee matters.

Director of Golf Operations

The Director of Golf Operations manages the daily administrative, financial and fiscal operations of golf. The Director of Golf Operations is also responsible for managing the work plans of staff for both golf as well as common area landscaping in the accordance with the policies, directives and job description established by the BOD. The Director of Golf Operations does not have a vote on committee matters.

Meetings and Procedures

The committee will meet monthly with any special meetings called by the Chair as required. The meeting minutes are to be reported by the committee Secretary and distributed to all committee members, the Administrator, the Director of Golf Operations, and the BOD Liaison within two (2) weeks after each meeting. The minutes will include a record of members present and absent, motions, and recommendations to the BOD. All recommendations to the BOD will include a record of the number of committee members voting for or against each recommendation. These

recommendations shall be submitted to the Administrative Office for recording and distribution to the BOD. Committee recommendations that are approved by the BOD will then be shall be submitted to the Administrator and the Director of Golf Operations for their consideration and action.

At the request of the Committee Chairperson, the Administrator as well as the Director of Golf Operations will attend committee meetings as needed to discuss maintenance, improvement and the Five-Year Plan priorities.

Duties and Responsibilities

- Monitor the condition and maintenance of the common areas.
- Review maintenance plans submitted by the Administrator and the Director of Golf Operations.
- Recommend operating and/or maintenance procedures and/or changes to the BOD; the Administrator and/or the Director of Golf Operations as appropriate.
- Review annual replacement schedules and make recommendations to the BOD consistent with the budgeted Five-Year Plan.
- Monitor the annual review of equipment maintenance and inventory records.
- Prepare and submit, by May1st each year, a Five-Year Maintenance and Improvement Program (Five-Year Plan) to the BOD and the Budget Committee for consideration for inclusion in the following year's (s) annual budget considerations.
- Conduct any other studies as appropriate for Committee considerations and/or as required by the BOD.

CAL Committee Approved: March 6, 2020

Membership Criteria for the Common Area Landscaping Committee

Fairway Village residents are invited and encouraged to be members of the Common Area Landscaping (CAL) Committee. If interested in becoming a member, the individual should be prepared to do the following:

1. Be community minded. Be willing to collaboratively work with other committee members and staff.
2. Be able to attend monthly meetings and give input. If three meetings in a row are missed, the member goes off the committee and must apply to be reinstated.
3. Have an interest and some knowledge in landscape and gardening procedures.

Appendix A. Common Area Landscaping Scope

For the FV clubhouse and surrounding areas, the image below highlights the division of the responsibilities of the Club House Committee versus the CAL Committee – as well as the adjacent areas that are golf operations.



[note in the above image] The white dotted border contains the clubhouse committee's domain; principally the clubhouse building, the pool, and patios as well as structures adjacent to the pool. Inside the white lines delineates golf operations. The remaining areas (landscape, parking lot, pathways, sidewalks, etc.) surrounding the clubhouse, and outside the white lines, are the responsibility of CAL Committee.

CAL Committee is responsible for the remaining areas in the above image. Common Area Landscaping includes all grounds along the perimeter of the clubhouse and pool, as well as the grounds within the islands in the parking lot, the asphalt walkways and concrete sidewalks, including those concrete sidewalks adjacent to the clubhouse, the clubhouse parking lot, as well as the curbs to said sidewalks and parking lot. Irrigation, lighting, signage, and trash receptacles in the common areas are also the scope of this committee.

The balance of the CAL Committee domain are the common areas throughout the Village; including all the landscaping and the adjacent asphalt pedestrian pathways as well as the surrounding walls and sidewalks adjacent to the walls. The table below summarizes the CAL Committee's primary zones, and their composition of landscape and hardscape:

Location	Zones	Trees	Lawn	Side-walk	Brick Wall	Block Wall	Bark Bed	Shrubs	Annuals
McGillivray	1	X	X	X	X				
FV Corner	2	X	X	X	X		X	X	X
Village Loop North	3, 4	X		X	X		X	X	X
Village Loop South	5, 6	X	X	X	X		X	X	X
162 Ave	29	X			X		X		
Cascade Park Drive	30, 31	X				X	X	X	
Fernwood Drive	7 thru 14	X	X	X					
Clubhouse surroundings [see previous page]	15, 16	X	X	X			X	X	X
Parking Lot	17, 18	X		X			X	X	
Asphalt Walking Path – clubhouse to 28th Way	19	X	X	X			X	X	
Walking Path – 28th Way to 157th & 33rd	20-23	X	X	X			X	X	
Wetland just south of 4th tee box to 35th St	25, 26	X	X	X					
Wetland on south side of 35th St	27			X					
Baypoint @ 35th Circle	28	X	X	X					
SE 23rd behind 9th tee box	32	X	X	X			X	X	X
Easement of lawn and sidewalk along east side of 157th south from 33rd St down past 4th tee box to 35th St	24	X	X	X					