

## LANDSCAPE COMMITTEE GUIDELINES

This committee shall operate under guidelines approved by the Board of Directors (BOD).

**PURPOSE:** To plan, initiate, implement, and maintain landscaping projects on common park property that will make Timber Valley SKP Park of Oregon aesthetically pleasing.

### OBJECTIVES:

1. Evaluate common areas of the park for landscape needs, improvement, replacement, upkeep and maintenance.
2. Establish a one year, ongoing seasonal landscape plan for implementing actions to meet the common area landscape needs of the park.
3. Encourage Leaseholders to participate in the planning, planting, watering, weeding and maintenance of common areas of the park near their lots or other common areas of the park that they choose to adopt, under a developing "Landscape Area Adoption Program"
4. Submit to the Budget Committee an estimated cost of plans for the next fiscal year, prior to March 30, each year.
5. Function within the bounds of that fiscal year's Board approved Landscape Committee Budget.

**STRUCTURE:** The committee shall elect a chair and co-chair/s at the first meeting following the Annual Membership Meeting, as well as any other officers as needed. A Board Liaison and alternate liaison will be appointed by the Board of Directors to attend committee meetings.

**MEMBERSHIP:** The Landscape Committee is open to all Leaseholders, Prospective Leaseholders and Guests of Timber Valley SKP. All committee members are eligible to vote. Board Liaison/Alternate or designates are not eligible to vote.

**MEETINGS:** Meetings are open to all park members and park guests.

1. Meetings are publicly announced in advance. Avenues of notice may be via the Timber Valley SKP web-page, Weekly Log, Monthly Calendar, Club House and Office door posting and/or park mailbox.
2. A special meeting is to be called to develop a one (1) year plan and a budget for implementation of the plan for the next fiscal year. This budget shall be submitted to the Budget Committee prior to March 30.

### EXPENDITURE / PAYMENT PROCESS:

1. Landscape Committee funds are subject to and included in the SKP Park's annual budget.
2. Prior to any purchase, approval is to be obtained from the Landscape Committee Chair or Co-Chair.
3. A signed Purchase Order from the Landscape Committee Chair or Co-chair is to accompany requests for payment or reimbursement.

4. Requests for direct payment to an approved supplier:
  - a) Prior to purchase, confirm the expenditure with the supplier in writing
  - b) Obtain suppliers Invoice
  - c) Obtain a signed Purchase Order
  - d) Submit to the office the Invoice with the signed Purchase Order for the office to make direct payment to the supplier.
5. Requests for Reimbursement:
  - a) Prior to purchase, obtain approval from the Committee Chair or Co-chair
  - b) Self-pay for the purchase
  - c) Obtain a signed Purchase Order to be turned in with receipt to the park office for reimbursement.
6. The Board must approve any expenditures in excess of \$500 (starting in 2006) as per Article VII of the Bylaws, Sec 7.3.

#### **GUIDELINES:**

1. In the development of landscape or re-landscaping plans/projects, the committee should consider who will implement the project, maintenance of a project (eg: watering weeding, who will do it, etc.), as well as its aesthetic appearance and cost.
2. When a project is decided on (majority rules) by the Landscape Committee, in excess of \$500, the Board will be notified. Approval of the project, by the Board must be obtained prior to starting the project.
  - a) Any project requiring Board approval shall be researched and documented by the committee before submitting the request to the Board.
  - b) The approval request shall include (but not be limited to) justification of the project, a detailed plan, the estimated cost, and projected completion date.
  - c) If the project is to be accomplished by an outside contractor, the committee shall obtain at least three (3) estimates from reputable contractors (as per the Bylaws).
3. The committee should schedule and organize work parties on an "as needed" basis. Information on work parties will be announced on the Timber Valley web-page, Published Weekly Log, and/or office and club house posting, etc.
4. The committee recognizes there is an abundant amount of experience and knowledge in the park by members who may not be actively involved on the committee. Their input and suggestions are encouraged and welcomed.

Landscape Committee Chairperson:

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Date

Board of Directors Approval:

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(Name and Position)

Date