

MYRTLE TRACE CONDOMINIUM ASSOCIATION, INC.
213 Southampton Drive
Venice, Florida 34293

LANDSCAPE AND IRRIGATION COMMITTEE

Purpose:

The purpose of the Landscape and Irrigation Committee is to help insure that the landscaping in Myrtle Trace is healthy and well maintained. The committee is charged with monitoring all landscaping (sod, shrubs, trees, landscape berms and other landscaping) throughout Myrtle Trace along with the irrigation system that sustains it.

Structure:

The Landscape Committee shall not exceed 6 core members. One Board member will be the liaison between the committee and the Board. The Board shall appoint a Chair. The Chair shall appoint the committee members. The committee may solicit additional volunteers to assist with special projects.

Responsibilities /Duties:

1. Generally monitor the landscaping processes, the irrigation system components, and the condition of the property. The committee shall make recommendations to the Board regarding identified problems or improvements needed.
2. Do landscaping/irrigation field work as needed or requested, using volunteers and working within the budget allocated.
3. Review alteration to landscape requests in a timely manner and make recommendations to the Board for approval/non-approval.
4. Review completed alteration to landscape projects to determine if the completed project is consistent with the alteration request as approved.
5. Annually advise the Finance Committee of estimated funding needed during the next 12 months as well as over the next 5 years, including the scope, schedule and funds required for each committee project.
6. Assist the Board and Property Manager in preparing contract specifications for various work projects and for the landscape maintenance contract.
7. Assist the Board and Property Manager in evaluating bids from contractors and make final recommendations to the Board.
8. Assist the Property Manager in providing oversight on work performed by outside contractors by evaluating the work as it is completed.
9. The Committee Chair will receive copies of all landscape/irrigation invoices prior to payment of the invoices. The Chair will sign approval of the invoice, indicating that the work has been satisfactorily completed, and will forward the signed invoice to the Property Manager.

10. Provide the Board Secretary in a timely manner with a copy of all pertinent information related to Common Element and Limited Common Element modifications for placement in the Unit Owners Files.

11. The Chair is responsible for submitting any schedules and other pertinent committee information to the MTCA website in a timely manner.

12. The Chair shall provide a status report of Committee functions at Board meetings and will provide a copy of this report to the Board Secretary for inclusion in Board meeting minutes. Any motions proposed by the committee for Board consideration at the next Board meeting shall be attached to the committee status report to the Board. This report should be submitted to the Board Secretary 7 days prior to the Board meeting.

Meeting Notice:

This committee may meet without prior notice or Owner participation, unless otherwise directed by the Board of Directors. The business of the committee will be run for and by the committee members with owners as observers only. At the discretion of the Chair, owners may be invited to comment. Actions from the meeting will be recorded as official minutes when approved and submitted to the Property Manager, the Communications Committee, and reported to the Myrtle Trace Board as an official record of proceedings.