

**Great Island District HOA**  
**Landscape Committee**  
**MISSION & Operating Guidelines**

1. Date: December 10, 2010
2. Name: **Great Island Landscape Committee**
3. **Mission of Committee:** To provide landscaping services for the Great Island District Common Area improved areas as well as provide specific landscape services to all residents of Great Island. The Committee will Budget for and monitor expenses for landscape services within the financial guidelines established by the GIHOA Advisory Committee.

Specific responsibilities shall include:

  - a. To establish and monitor the budget for all common area landscaping & maintenance, irrigation and related projects for the Great Island community.
  - b. To establish and monitor the budget for all residential yards to provide for mowing and annual fertilization and other maintenance needs as required
  - c. Work with the Great Island Advisory Committee (AC) & Property Management Company to negotiate and execute Vendor Contracts for the landscape services required by the Community.
  - d. Monitor performance of Vendors /contacts to insure highest value is received from all Vendors
  - e. Meet regularly to help create a long-range plan for Great Island as it pertains to Landscaping and Irrigation systems including compliance with the Commonwealth of Massachusetts Water Management Act (WMA) and encourage all residents to follow guidelines as appropriate.
  - f. Assist in monitoring the community to insure all Great Island and Pinehills covenants are followed with respect to Landscaping issues. If required provide reports to the AC for any actions on violations.
  - g. Primary contact for AC and Property Management Company for all matters relating to Landscaping matters, Irrigation maintenance and general maintenance of common areas and residential yards.
  - h. Provide ongoing communication to all Great Island residents with respect to all residential yards and common area landscaping questions/issues. Communicate with vendors for contracted services throughout the season.
  - i. Insure that all issues with Vendor services are resolved in a timely manner.
4. Key Committee Roles:
  - Lead negotiations with Vendors and drafting of contracts for Vendor services
  - Manage ALL common area space in Great Island to include all grass areas, planting beds, trees & shrubs.
  - Provide grass cutting of ALL grass areas – common and residential lots in GI
  - Provide fertilization of ALL grass areas – common and residential lots in GI
  - Maintain maps and other records of designated common areas in GI

- Oversee other "Landscape Projects" including: Annual Spring "Clean Up", maintenance of Irrigation Wells & infrastructure of irrigation for common areas; planting of trees and shrubs; other projects TBD
- Maintain landscape design standards for Great Island to insure all covenants are met in the Common areas and residential property. Committee will serve as "eyes and ears" of the community and may document non-conforming areas to AC.
- Committee is NOT responsible for maintenance of beds and other landscaping requirements of residents' property other than grass cutting and grass fertilization.

5. Landscape Committee membership and structure:

- The size of the committee will be commensurate with the size of the community and shall increase as the number of homes increases. Representation will correspond to specific areas/streets and neighborhoods as much as possible.
- The size shall be a minimum of **8 members** with representation from all areas of Great Island.
- Membership shall be open to all Association members in good standing. Members must attend 2/3 of all scheduled meetings and events and be active in the conduct of committee business. Committee members who do not perform assigned duties will be asked to resign.

6. Financial Planning Role:

A. Annual Budgeting process

- a. Budgeting process - The initial budgeting process shall be a "bottoms up" approach taking into consideration existing/planned contracts, current landscaping issues/needs and other considerations for future expenses.
- b. Line items to be included in the budget are:
  - Grass Cutting- all residential homes and common areas
  - Fertilization, lime treatment, grub control and other grass diseases for common areas & residential lots
  - Insect spraying of common area plants and shrubs and all trees along the streets in the community
  - Purchase of flowers & shrubs for common areas with a focus on high impact areas, spending within budget limits. Drought tolerant plants shall be used wherever practical.
  - New seeding of grass areas in common areas as required, thatching, and weeding of common area planting beds
  - Annual Aeration of common area grass
  - Pruning shrubs and trees and fertilization on an annual basis
  - Irrigation system maintenance and enhancement
  - Spring Clean up of common areas and walking trails

- Removal of dead or fallen trees that present a safety hazard to residents or other persons in the community (e.g. walking trails)
  - Special projects for new activities over annual maintenance and standard services as required and approved by AC
- c. The draft Landscape budget will be prepared in September for the following year. This will be forwarded to the GI Finance Advisory Committee (FAC) and the AC for inclusion in the budget process. The Landscape committee works with the FAC and AC to balance the financial needs of the community's Landscaping services within the overall budget guidelines established by the AC and the FAC. Final budget is approved by the Board of Directors.

7. Frequency of meetings:

- Committee will meet monthly, the **first Thursday of each month**. Additional special project meetings will be scheduled as needed.
- The Executive Committee will meet on the third Thursday of each month or others times as required.
- Meetings will be held at the Overlook Club house.

8. Updates to the Landscape Committee mission document.

- On an annual basis this document will be review and updated as required to reflect new guidelines for the operation of this committee.
- At any time the Great Island Advisory Committee may determine that the Landscape committee's mission and role has changed significantly. In this event this document may no longer be relevant or required.