

Wisteria Park East Side Landscape Committee

Committee Purpose

Manage the HOA provided landscape 'lot maintenance services' for 72 East Side Wisteria Park homes.

Reasons for Committee

- East Side homeowners receive and are obligated to pay for 'Lot Maintenance Services'.

Per Article 13 'Lot Maintenance Services' of the Wisteria Park Declaration of Covenants, Conditions and Restrictions: '...the Association provide from time to time certain Lot Maintenance Services, such as by way of example, mowing, fertilizing, yard pest control, tree trimming, landscaping maintenance or other similar ("Lot Maintenance Services") for certain Lot Types in the Subdivision...'

- Effective management / supervision requires clear lines of communication and decision making between East Side Homeowners and the landscape vendor.

East Side Landscape Committee Structure, Roles and Responsibilities

Structure, Roles & Responsibilities	Comment
Five East Side homeowners appointed by the HOA Board.	<ul style="list-style-type: none"> • East Side homeowners should look after their landscaping services. • Small group needed to enable clear lines of communication and decision making.
At least one member of the committee be an HOA Board member.	Helps facilitate Committee and HOA Board communication and decision making.
East Side Landscape Committee officers include: Chair, Vice Chair, Secretary	<ul style="list-style-type: none"> • These officer roles mirror Wisteria Park's Architectural Review Committee (ARC) • Committee follows Florida HOA meeting rules. i.e.: <ul style="list-style-type: none"> • Meeting Agenda must be posted on the community bulletin board 48 hours before meeting. • Meeting minutes must be taken and posted.
Primary Role: <ul style="list-style-type: none"> • Proactively monitor East Side landscaping services. • Make timely decisions on behalf of the HOA Board regarding budgeted landscaping services. • Communicate to Property Manager landscape problems that need to be addressed that are within the scope of the landscape vendor contract. 	Activities include: <ul style="list-style-type: none"> • Inspections to identify problems such as brown patches, dying plants or palms, etc • Notify homeowners of scheduled services and in advance of inspections so their concerns can be addressed. • Communicate problems that require a quick response such as broken irrigation, pesticide spraying on a windy day, etc.
Secondary Role: <ul style="list-style-type: none"> • Recommend to the HOA Board landscape expenditures that are not covered in the landscape vendor contract. • Assist in the resolution of individual homeowner chronic landscape problems • Communicate to homeowners services that are included/excluded from contract 	Only the HOA Board can approve annual budget and unplanned expenditures.

**Wisteria Park
East Side Landscape Committee**

<p>Excluded Responsibility: This committee is not the 'first responder' to address problems between individual East Side homeowners and the Landscape Vendor.</p>	<p>The current process of homeowner problem resolution continues. If a homeowner has a Landscape Vendor problem, they should communicate the problem to the Property Manager who will help coordinate a resolution with the Landscape Vendor.</p>
<p>What happens before an inspection?</p>	<p>A week before an inspection, homeowners receive an email alert asking if they have any landscape issues for the committee to check on with the landscape service.</p>
<p>What does the East Side Landscape Committee look for in an inspection?</p> <p>Note: The inspection is an overview and not a detailed inspection of each property. Homeowners who notified the property manager of a problem in advance of the inspection, will have the property inspected and if the homeowner wants, they can talk to the Landscape Supervisor during the inspection.</p>	<ol style="list-style-type: none"> 1. Health of the lawn in the front and rear of homes. Does the lawn appear healthy or stressed? Are there bare or brown spots? Is there any sign of insect activity? Does there appear to be an irrigation problem? Is the lawn being edged properly? 2. Health of shrubs / hedges Do the shrubs appear healthy? Is there any sign of insect activity? Are the shrubs and hedges being maintained properly? Are the trees or shrubs touching the roof or against the sides of the house or lanai cage? Are the street numbers unobstructed by shrubs? 3. Health of trees Do the palm trees appear to be healthy? Are the leaves drooping? Are the upper leaves green? Any sign of insect activity or disease? Are the hardwood trees being maintained with 8' of clearance? 4. Weeds/ Crack Grass Are the weeds in the lawn and beds being controlled? Is there crack grass in the driveway or walkway? 5. Damaged Valve Covers or Irrigation Heads
<p>What happens after the inspection?</p>	<p>Notes are taken during the inspection. Individual homeowners are notified by Property Management if problems are found. The landscape vendor representative is given a list of homes where problems need to be corrected. A report is written which notes upcoming landscape services, general health of landscapes and any serious problems. The report is sent to East Side homeowners via email from the HOA Property Management Company.</p>