



Best Practices – Landscape Meeting Policy

Revised 12-13-22

Meeting Objectives:

The purpose of Landscape Meetings is to finalize open issues relating to vendor and management coordination, and to prepare a summary report for the next Board meeting. These meetings must be efficient and respect that vendor and management time is limited. Most subjects discussed are in the advanced state of completion and certain discussions are proprietary in nature pertaining to cost changes and homeowner issues not yet presented to the HOA Board.

1. Participation

- 1.1. Limited by invitation only
- 1.2. Property Management
- 1.3. Committee Members
- 1.4. Invited Contractors
- 1.5. Occasionally, the Landscape Committee may invite guests to advise on certain topics or make a presentation.

2. Landscape Walk (9:00 – 9:55 am):

- 2.1. The Landscape Committee will walk the green areas with the landscaper representative (Harvest). Meetings area for the walk will change, depending on the area of concern for that month. Participation in these walks is by invitation only.
- 2.2. These walks will be limited to 7 people. Social distancing policies will be respected.

3. Landscape Meeting (10:00 – 11:00 am):

- 3.1. All efforts will be made to start the meeting at 10:00 am end the meeting by 11:00. The Landscape Committee respects that attending contractors have limited time in their schedules.
- 3.2. Because of the time constraints and the large amount of work that is always in progress, every attempt will be made to work out all issues in advance. Summaries should be ready to submit to the BOD before this meeting, and new issues clearly defined.
- 3.3. The discussions will primarily be reviewing these documents and suggesting last-minute corrections if needed.
- 3.4. The meeting minutes and any document revisions are to be emailed to the HOA property manager (Keystone) by the deadline given, to be entered into the BOD Meeting package.

4. Homeowners' Concerns:

- 4.1. Homeowners should be informed of the reason for official Landscape Committee Meetings. They are mainly intended to summarize and review the current issues, their current status, and the associated documents, ready for presentation to the BOD. Some of the information is confidential and must be covered in closed session. The meeting time is limited and not the proper forum for presenting new issues or greatly modifying projects.
- 4.2. Homeowners are encouraged to contact Keystone or the Landscape Committee with their concerns and issues directly. The Landscape Committee will be happy to schedule a meeting with homeowners to discuss any issues concerning Landscape areas and projects.
- 4.3. Homeowners can address their concerns to the BOD by contacting Keystone.

Best Practices documents serve as the Serrano Park Community Association reference standards for projects, area management, specifications, and procedural guides. They serve as the interpretation of industry standards as they apply to Serrano Park Community shared property.

- 4.4. Homeowners are encouraged to join the Landscape Committee if they wish to participate in project proposals and oversight performed on behalf of the HOA Board concerning landscape issues.