

Cape Royal Landscape and Property Maintenance Committee

MEMBERSHIP STRUCTURE AND GUIDELINES

Adopted November 20, 2013

Revised February 29, 2024

Mission

The Mission of the Cape Royal Landscape (Property Maintenance) Committee is to develop and implement a plan to maintain and beautify the common areas of the Cape Royal community, within a planned budget. The committee strives to use the proper plantings that will thrive in the ever-changing environment.

The Committee is to be a resource to the Homeowners Association (HOA) Board to assist them with decisions concerning beautification and maintenance projects that better serve the whole community.

The Committee manages the selected property maintenance company, assuring that all aspects of the landscape contract are being met.

The committee acts as a source of information and guardianship concerning landscaping, irrigation and maintenance for the entire community's common area.

Membership

The membership of the Cape Royal Landscape Committee is based upon geographical representation. As such, its membership corresponds to the same geographical "blocks" that are delineated by the Cape Royal Communications Committee. This simplifies correspondence and makes the geographical areas easily identifiable for the committee members, as well as the community home and lot owners. The current membership is described below, recognizing that this may change as the community grows or changes, in accordance with the "block" system used by the HOA.

The Committee shall consist of:

One member from each of the following blocks:

1. King James Court
2. Lady Anne Circle
3. Prince Charles Court
4. Princess Grace Court
5. Royal Tee Court
6. Princess Margaret Court & Royal Tee Circle Southwest Extension
7. Royal Tee Circle North
8. Royal Tee Circle South
9. Royal Tee Circle East
10. Royal Tee Circle West

One Head of the Garden Club
One Chair
One Chair Elect
One HOA Board Liaison

One Past Chair (optional): At the sole discretion of the incoming Chair, the former Chair may be invited to remain on the Committee for one year in a non-voting advisory capacity.

Terms:

Each of the geographical representatives above serves a 3-year term. The first five (5) representatives begin their terms in the first year of a 3-year cycle. The second five (5) begin their terms in the second year of a 3-year cycle. The third year of the cycle is an off year with no change in representatives. All terms begin January 1 of the respective year, and end December 31 of the respective term-end.

The Head of the Garden Club serves for a 3-year term.

The Chair Elect will serve for three years in a supportive position to the Chair. The Chair serves those same three years, to then be replaced by the Chair Elect. This provides sufficient opportunity for the Chair Elect to learn the requirements and tasks of the Chair, serve as a back-up for the Chair during vacations and other absences, and provides for a smooth transition to Chair at the end of the three-year term. This creates a succession plan, making the Committee leadership transition as seamless as possible.

The annual report provided at the HOA meeting normally scheduled during the first quarter of the transition year will be written and presented by the out-going Chair. That person then introduces the incoming Chair, who will present the landscape plan for that upcoming year. In a non-transition year, the Chair writes and presents the Annual Report.

The term of the HOA Board Liaison to the Landscape Committee is determined by the HOA Board.

How Members are Selected

The geographical representatives are selected via an open process, including the Chair sending a letter through the Cape Royal Communications Committee to the appropriate Block Captain of the block(s) where a representative's term is ending or to the entire community. This communication will describe the role of the representative, the term of office, and a method for persons to respond with interest. If multiple persons respond,

the Chair and the Board Liaison will make the final selection. If no one responds, the Chair may request the incumbent to continue for another term.

The intent of this open process and term structure is to encourage people from around the community to participate. Prior members can continue to submit their names for consideration as often as they wish, but preference will be given to new members, unless there is greater need for continuity on the Committee.

The Chair Elect is selected in November prior to the transition year. The soon-to-be-Chair and the Liaison to the Board identify a suitable candidate for Chair Elect for the following term, gain support from the Committee, and the Liaison takes the selection to the Board for final approval. Among the qualifications for this position are skills in word processing and spreadsheet (e.g., WORD and EXCEL). This person may, or may not, be a current member of the Landscape Committee, but if so, their former geographical responsibilities end, and are assumed by their replacement.

The Chair Elect becomes Chair after three years of on-the-job training.

Should the Chair vacate his/her position prior to the end of their term, the Board Liaison makes the decision on filling that position based upon the readiness of the Chair Elect to assume the position of Chair, and/or the amount of time remaining in the Chair's term. As such, the Board Liaison may:

- Have the Chair Elect become the Chair for the remainder of the vacating Chair's term, after which he/she would complete their own 3-year term (if the vacating Chair's remaining term is very small)

OR

- Have the Chair Elect finish out the vacating Chair's term, treating it as their own term, identify a new Chair Elect to finish out that term, and go into the next transition year as per normal (if the vacating Chair's remaining term is close to the full 3-year period)

OR

- Identify a new Chair (likely a former Chair) to complete the vacating Chair's term and continue working with the Chair Elect to groom them for their eventual Chair position.

The Head of the Garden Club is selected by the Chair. This person can serve consecutive terms. (Note: Former, or current, members of the Landscape Committee are encouraged to consider participating in the Garden Club. This experience especially affords members who have cycled off the Committee to continue their support of landscaping in the community.)

Roles and Responsibilities

Geographical Representatives:

The geographical representatives are assigned oversight tasks associated with their geographical location:

<u>Represented Area</u>	<u>Task</u>
King James Court	Oversee the King James Court cul-de-sac
Lady Anne Circle	Oversee the two Lady Anne Circle cul-de-sacs (north & south)
Prince Charles Court	Oversee the Prince Charles Court cul-de-sac
Princess Grace Court	Oversee the Princess Grace Court cul-de-sac
Royal Tee Court	Oversee the Royal Tee Court cul-de-sac Oversee the 4-Queen Palm garden at the head of the Court
Princess Margaret Court And Royal Tee Circle Southwest	Oversee the Princess Margaret Court cul-de-sac Oversee the Royal Tee Circle Southwest area, including the two cul-de-sacs (Prince Phillip and Princess Diana)
Royal Tee Circle North	Oversee the north perimeter on either side of the 4-way stop (down to, but not including, the corner streetscapes) Oversee the 4-way stop
Royal Tee Circle South	Oversee the Southeast Streetscape Oversee the south perimeter of the community up to, but not including, Princess Margaret
Royal Tee Circle East	Oversee the east perimeter of the community Oversee the Northeast Streetscapes
Royal Tee Circle West	Oversee the west perimeter of the community up to, but not including, the West Gate Oversee the Northwest Streetscape Monitor the inside and outside condition of the Pitch Apple Hedge.

Each representative will also be assigned an additional responsibility on the committee.

The responsibilities include:

Recorder

Aide to the chair

Projects coordinator (2)

Garden Club coordinator

Purchases coordinator (2)

Donations and memorials coordinator

Irrigation coordinator (2)

Events coordinator

Area rep for main entrance and west gate

Some positions will have more than one person assigned so that every area representative has an additional assignment and the work load can be covered

seamlessly. Representatives are also responsible for arranging care for new plantings in their area.

HOA Board Liaison:

This person serves as a liaison with the HOA Board, so does not typically have specific tasks assigned that do not relate to the HOA Board connection.

The HOA Board Liaison works together with the Chair Elect, in November prior to the transition year, to identify a new Chair Elect for the upcoming term. This candidate is then approved by the Committee and the HOA Board for this position.

Chair Elect:

This person serves to support the Chair and assumes tasks as requested by the Chair.

Chair:

The Chair is responsible for the overall leadership of the Cape Royal Landscape Committee and will direct the work of the committee. Responsibilities are:

- Set and conduct the monthly meetings
- Single Point Liaison with Property Maintenance Company
- Liaison with Property Maintenance Company Irrigation contact
- Budget—pay bills, maintain the budget, sign contracts, approve proposals and invoices
- Planning Calendar, 10-Year Plan
- Mulch
- Tree Fertilization Program
- Keep Records up to date (Plant History, Tree Inventory, Pruning Guide)
- Liaison with Sandoval
- Oversee committee information on HOA web site
- Orientation for new members
- Others, as may arise

Orientation for New Members

As new members are generally coming on board at the beginning of the year, an orientation shall be scheduled and organized by the Chair.

Consensus Decision Making

The Cape Royal Landscape Committee makes its decisions by consensus, following the definition used by the Saturn Corporation. That is, everyone needs to get at least 70%

comfortable with a respective decision—recognizing that any decision is likely to have some level of disagreement inherent in it. If one or more persons on the committee cannot get at least 70% comfortable, then he/she/they must present an alternative with which everyone can get at least 70% comfortable. If not, the original solution will be adopted.

The Cape Royal Garden Club

(Subcommittee of the Cape Royal Landscape Committee)

Mission

The Cape Royal Garden Club assists the Cape Royal Landscape Committee with planting, and helping to maintain plantings in common areas to help beautify the Cape Royal Community.

Responsibilities of a Garden Club Member

Garden Club Committee Members are volunteers who participate by working with the Garden Club Head to provide maintenance planting as directed by the Chair and the committee. Members provide their own garden tools, physically prepare the ground for planting and install the plants. Members are occasionally asked to help maintain plantings by trimming & deadheading them. The Garden Club will also assist with other tasks, such as mulching trees, berms, clean-up, trimming, etc. The Head of the Garden Club notifies the members of upcoming projects/tasks and offers dates of availability and work assignments. The Head may also request members to attend meetings to help plan for upcoming projects, seasonal plantings, and decorations.

The Garden Club Head reports directly to the Chair of the Cape Royal Landscape Committee or his/her designee and is responsible for meeting budget requirements approved by the Landscape Committee.

How to Become a Member

There is not a specific term for Garden Club Members, but the Garden Club Head will issue a confirmation each December to determine if current members plan to continue their membership on the committee. The Head of the Garden Club will request the Cape Royal Communications Committee to forward a request for volunteers via the block captains to elicit new members.