

Cape Royal Landscape and Property Maintenance Committee

MEMBERSHIP STRUCTURE AND GUIDELINES

Adopted November 20, 2013

Revised January 10, 2016

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. It also oversees property management of the vacant lots, including an optional program for vacant lot mowing.

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

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 South Extension (Section C)
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 2-year term. The first five (5) representatives begin their terms in even years. The second five (5) begin their terms in odd years. 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 two-year term starting on January 1 of even years. The landscape Committee Chair selects the Head of the Garden Club, and may consider recommendations by the current Head of the Garden Club. Candidates could come from the Garden Club, from the Landscape Committee, or from a "call" to the entire community. The Head of the Garden Club may serve consecutive terms, at the request of the Landscape Committee Chair. (This process of identifying the replacement could take place any time in the second year of the term, so as to provide ample time for the successor to be trained.)

The Chair Elect will serve for two years in a supportive position to the Chair. The Chair serves those same two 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 two-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 and presents the landscape plan for the upcoming year.

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. 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 two 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 2-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 2-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	Oversee the Princess Margaret Court cul-de-sac
And Section C	Oversee the Section C 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 Streetscape
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 Fichus Hedge

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:

This person is responsible for the overall leadership of the Cape Royal Landscape Committee, and works with the Chair Elect to divide the following responsibilities between themselves, or may assign them as appropriate to the geographical representatives:

- Main Entrance and Royal Tee Boulevard
- West Gate
- Irrigation
- Recorder (minutes and meeting notes)
- Budget
- Donation and Memorial Program
- Mulch
- Garden Signage
- Liaison with Maintenance Company for Berm Modules
- Liaison with Maintenance Company for all other aspects (single-point avoids confusion)
- 10-Year Plan, Planning Calendars
- Tree Fertilization
- Shrub Fertilization
- Plant History
- Pruning Guide
- Liaison with Sandoval
- Oversight of HOA web site regarding property maintenance
- 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, seasonal, annual, or specialty flowers 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 determine appropriate annual plantings and to help plant them in designated areas. Members provide their own garden tools, physically prepare the ground for planting and plant the flowers. Members are occasionally asked to help maintain annual flowers by trimming & deadheading them. The Head of the Garden Club notifies the members of upcoming projects and offers dates of availability and assignments for plantings. The Head may also request members to attend meetings to help plan for upcoming seasonal plantings.

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. (See "Membership" above for information about the Garden Club Head term and selection.)

How to Become a Member

The current designated common areas for annual flowers requires approximately twelve Garden Club Members. When the common areas increase, there may be a need to increase membership. 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. If membership falls below twelve members, the Head of the Garden Club will request the Cape Royal Communications Committee to forward a request for volunteers via the block captains.