

Introduction and Mission

The Skyline Ridge Homeowners Association (“SRHOA” or “Association”) Landscape Committee (“Committee”) is hereby chartered by the SRHOA Board of Directors, in accordance with the Association’s published By-Laws, Codes, Covenants, and Restrictions (CCRs), and Design Rules. The Committee’s mission is to care for landscaping in the areas maintained by the Association in an architecturally pleasing and harmonious manner reflective of a premier planned community development. This Charter describes the scope of the Committee’s authority and its duties and responsibilities.

Scope of Landscape Committee Activities

The Landscape Committee shall be responsible for:

- Care and improvement of all landscaping in Common Areas "A" and "B" and "C" of El Diamante II (a subdivision of Pima County, Arizona, according to the map of record in the Pima County Recorder's Office recorded in book 44, at Page 24) and other spaces that are accessible outside a Dwelling Unit’s Security Gate (whether open or closed) or garage door.
- Maintaining good relations in landscape matters between the Association and all properties adjoining the AMCA, including the Skyline Country Club, the Skyline Country Club Estates Improvement Association (“SCCEIA,” the “master HOA”), the El Diamante I HOA (lower East Calle Brillante), all Owners and Members of the Association, utilities servicing the property, and local, state, and federal authorities with relevant oversight responsibilities.
- Cooperation and collaboration with the SRHOA Architectural Review Committee (ARC).

Duties and Responsibilities

The SRHOA Landscape Committee shall deal with these operational matters on a regular basis:

- Use the email address **landscape@skylineridgehoa.org** when communicating with Association Members and outside parties concerning Committee business.
- Respond in a timely manner to Members’ reports of landscape-related issues, including needed maintenance in the Common Areas or Association-maintained areas in front of a residence’s security gate or changes to landscaping in those areas.
- Notify Members of instances of non-compliance with landscape guidelines, the steps needed to restore compliance, and recommendations to the Board where fines (special assessments, as described in the CCRs) may be needed to ensure compliance.
- Serve as the first point of contact via email with all landscaping related contractors, utilities, service providers, and authorities doing business with the Association.
- Oversee the performance of landscape contractors, consultants, utilities, and other service providers and resources engaged by the Association.
- Collaborate with management of adjacent properties to address issues of concern, such as maintenance of washes and other areas adjacent to the Association.
- Report regularly to the Board on the state of the Association’s property, expenditures, status of maintenance operations and improvement projects, performance of contractors, and any other landscape-related issues and concerns.

The Landscape Committee shall deal with these strategic and policy matters as needed:

- Maintain landscape-related provisions in the SRHOA General, Construction, and Design Rules document (“Rules”), including processes for responding to landscape-related requests from Members and for dealing with non-compliance (identifying and reporting issues of non-compliance, actions needed to rectify them, and penalties or enforcement actions by the Board through fines or Special Assessments as needed).
- Develop, for review, approval, and adoption by the Board, plans for performing ongoing maintenance and improvements to landscaping throughout the Association, including the scope of work for ongoing regular maintenance, one-time issues, new landscape improvements or installations, and necessary repairs to existing installations.
- Identify qualified contractors, consultants, and service providers who can execute the proposed landscape-related projects. A list of such providers may be maintained for use by Association Members seeking services within their Dwelling Areas.
- Negotiate and present to the Board for approval any agreements or contracts for provision of services for ongoing maintenance or one-time improvements.

Meetings

The Committee shall meet as necessary to accomplish its work. Meetings may be held in person, online, or via conference calls. Minutes of Committee meetings shall be documented, provided to the Board, and made available to Members. A simple majority of the current Committee membership shall comprise a quorum for voting purposes.

Authority of Committee Chairs

The Committee Chair(s) may be authorized by the Board to act or make commitments on behalf of the Association in service of specific Board-approved agreements or contracts. Otherwise, recommendations of the Committee and commitments for action or expenditures must be approved by the Board of Directors.

Charter Term and Amendments

It is the intent of the SRHOA Board that the Landscape Committee operate in perpetuity, with the expectation that its mission will continue, its activities and charter may evolve over time, and that its leadership and membership will have regular turnover as Members come and go. Under terms of the SRHOA By-Laws, this Charter may be amended or revoked by the Board of Directors.

This Charter was approved on <DATE> and attested to by:

Paul Garner, President,
Skyline Ridge HOA

Bob Altizer, Secretary
Skyline Ridge HOA