

Landscape Committee Protocol

Mission Statement:

Enhance the inherent charm, value, and safety of Pittsfield Village by maintaining, protecting, and rejuvenating the lawn, trees, gardens, and common landscape elements.

Goals/Objectives:

1. Foster resident participation and a sense of community.
2. Support a safe environment through minimal use of lawn applications.
3. Work to eliminate invasive plants.
4. Remove dead, diseased, or dangerous plantings.

Ongoing Tasks and Responsibilities:

1. Review landscape requests
2. Annual budget planning
3. RFP for shrub and bed care
4. RFP for snow removal
5. Conduct walkthrough inspections in the early summer to assess and monitor the conditions of PV's landscape

Landscape Committee Membership:

Site Manager maintains an updated list of committee members and year joined the Committee to be included in PV Landscape Committee guidelines.

1. Establishing Membership
 - a. Attend three (3) consecutive meetings.
 - b. At the fourth meeting, one becomes a full voting member.
2. Loss of Memberships Status.
 - a. Missing three (3) consecutive Committee meetings without notice.
 - b. Committee members unable to attend monthly meeting must contact the Chairperson and/or the Site Manager in advance of scheduled meeting when unable to attend.

Landscape Committee Meeting Guidelines:

1. Improve efficiency of meetings by:
 - a. General reminder for all meetings – is what you are about to say respectful, helpful, and ON TOPIC?!
 - b. Refrain from side conversations and interruptions.
 - c. The chairperson is the impartial leader of the meeting and is in control of the floor. During discussion, a member who wishes to speak must be given the floor by the chairperson and allowed to speak without interruption. When that committee member has finished voicing their opinion another member will be given the floor by the chairperson and allowed to speak without interruption. When all committee members who wish to address the subject under discussion have spoken the chairperson will ask if there is need for further discussion. If not, the chairperson will ask a member to make a motion, another member to second the motion followed by a vote.
 - d. A free exchange of ideas is encouraged however, if the meeting becomes disorderly the chairperson may impose order at his or her discretion.
2. A quorum is the majority of the members.
3. In order to become a voting member of the landscape committee, the aspiring member must attend 3 consecutive meetings.

4. Voting members who miss 3 consecutive meetings without notice to the site manager, will no longer be voting members. Chairperson will contact member who has missed two consecutive meetings to remind them of membership protocol.
5. Visitor etiquette: Visitors may voice their concerns during the first 15 minutes of the meeting only. They may not participate in the meeting after the first 15 minutes unless they have a landscape request on the agenda.

Committee Guidelines:

1. Garden bed sizes are determined taking into consideration the required mowing range, as well as the landscaping labor and equipment needs and their associated costs.
 - a. Front bed size: plantings to remain within current bed lines.
 - b. Back bed size: no more than two feet from deck.
 - c. Should an owner wish to alter their garden bed beyond these parameters, a Landscape Request Form (with visual aids, e.g. photos, plans, plant lists) must be submitted for Committee approval. No alterations to existing bed footprints are permitted without securing approval from the Landscape Committee.
2. No garden bed borders (stone, brick, fencing, etc.) or berms are permitted. Trenching only is allowed.
3. Tree and plant locations and choices:
 - a. The City of Ann Arbor does not permit shade trees on front (street-facing) property.
 - b. No new tree or shrub plantings are permitted without submitting a Landscape Request Form and securing approval from the Landscape Committee.
 - c. Shrub/tree removal and/or replacement is not permitted without prior submission of a Landscape Request Form and approval from the Committee.
 - d. The Landscape Committee is responsible for the cost of removal and replacement of dead and diseased trees and shrubs and will determine priorities based on discussion in committee and in consultation with the horticulturist and landscaper.
4. Gardening around trees in common areas is permitted only by submitting a landscape request.
5. External, decorative garden elements, window boxes, trash carts, and holiday decorations are covered under House Rules and City ordinances.
6. Garden Marker Program
 1. Compliance Assurance
 - a. In June and August, volunteers (composed of two (2) teams of two (2) people, each) of the Landscape Committee with a list of addresses participating in the Garden Marker Program, will assess gardens to ensure compliance and report back to the committee. Site Manager is responsible for creating, maintaining, and providing an up-to-date, comprehensive list of addresses participating in the Garden Marker Program.
 - b. Enforcement is the responsibility of the Site Manager and the Board. *See Penalty Guidelines section.*

Penalty Guidelines:

1. Violations of the rules outlined above should be brought to the attention of the Landscape Committee in the following ways:
 - a. Volunteers of the Committee in their walkthrough of PV grounds (June & August each year) will assess grounds and gardens to ensure compliance with PV rules relative to gardens/plantings/safety in common areas.
 - b. Landscaping professionals may report violations to Site Manager for discussion at Landscape Committee meetings.

2. Violations will be reviewed, and recommendations made for actions to be taken at the monthly committee meetings.
3. The Site Manager is responsible for contacting the violator with a written statement (cc: Chairperson) detailing the violation and action that needs to be taken within 14 days of receiving the notice.
4. If the violation is not resolved to the Committee's satisfaction, or not completed within the time frame specified, the Board is responsible for enforcing penalties. Landscape chair will bring violation to the next Board meeting.
5. Documentation of violations, resolutions, and penalties are kept on file by the Site Manager and reported at the next Landscape Committee as part of the "Action Items" section of agenda.
6. If you wish to repeal/dispute the violation or any penalty assessed, you may appeal to the Board of Directors. Please contact the office (734.971.0233) if you wish to be placed on the agenda of the next monthly Board meeting.

Statement of the Board's responsibility with respect to PV's plant scape

1. In accordance to the Association's governing documents, the Board of Directors has all the powers and duties necessary for the administration of the affairs of the Association and may do all acts of things as are not prohibited by the Association's documents or required to be exercised and one by the co-owners. In addition to the foregoing general duties imposed by the Association's governing documents, or any further duties which may be imposed by resolution of the members of the Association, the Board shall be responsible for the management and administration of the affairs and maintenance of the condominium project and the common elements thereof.

Internal structure/guidelines for committee's work

1. Process
 - a. Landscape Request Form, revised December 2017 (see attached).
 - i. Owners, and tenants with written consent from owner, may submit a Landscape Request Form.
 - ii. Deadline for the submission of forms is no later than the first Wednesday of each month—one week before each Landscape Committee meeting.
 - iii. Committee meets to review and votes to approve, decline, or table a request. Decisions are recorded in the Meeting Minutes by a volunteer of the Committee.
 - iv. Site Manager is responsible for contacting the owner within five (5) business days of the Landscape Committee meeting with the results of the Committee's decision by returning an annotated copy of the submitted Landscape Request form.
 - v. Site Manager records this communication and includes it in the next meeting's agenda.
2. Public Forum
 - a. Purpose: community members are welcome to attend and observe or make comments, but not participate in the business portion of the meeting unless they have submitted a Landscape Request Form and are permitted to speak during review of request.
 - b. Time limit of 15 minutes at the beginning of each meeting, from 6:00–6:15p.m.
 - c. Chairperson welcomes and articulates meeting procedures with guests.
 - d. Closed meetings may be held at the chairperson's request, as needed.
3. Committee meeting members roles and responsibilities:
 - a. Chairperson, selected by committee members, leads monthly Landscape Committee meetings, reviews final agendas, and is responsible for attending monthly Board meetings to report on the Landscape Committee's meetings and activities for the past month.

- b. Board representative/liaison serves as independent and neutral communication channels between Committee and the Board. The role of the liaison is not to direct the day-to-day work of the committee or to dictate the group's working agenda, but to accurately represent both: the interests and position of the group in the Board; and the interests and positions of the Board to the group.
 - c. Site Manager solicits Committee for agenda items, prepares agendas, prepares landscape request forms and supporting visual materials for monthly meetings; reports on actions taken from previous month's meeting; maintains records generated by the committee and communicates decisions/recommendations made by Landscape Committee.
 - d. Landscape professionals report on issues and concerns and advise.
- 4. Landscape Request for Consultation Form will be completed and filed with original landscape request by office staff.