



Standards and Practices for Management of Landscape

Adopted by the Board of Directors: January 6, 2021

The purpose of this document is to codify standards and practices of the Nepenthe Association so that all parties have a clear understanding of the processes in place to manage the landscape and to ensure continuity of operations between the Board, committees, management and contractors.

A. Significance

The landscape is one of Nepenthe's greatest assets. The value it imparts to the community is impossible to quantify. The Association has a responsibility to manage the landscape in a thoughtful and strategic manner.

B. Basic principle

To achieve the goals adopted in the Grounds Vision Document, processes must be established and followed. As management is the administrative arm of the Association, the processes to achieve the goals must be sustainable at that level.

C. Management shall:

1) Provide oversight to landscape contractors

- a) Make regular inspections of the common area to ensure that contractors are performing in compliance with executed contracts.
- b) Communicate with contractors regularly for updates, concerns and the preparation of proposals for extra work.
- c) Address specific concerns as appropriate:
 - i. Issuance of work order
 - ii. Discussion with Field Supervisor
 - iii. Written communication with Landscape Manager
 - iv. Escalation to Board level of serious or ongoing, unresolved concerns.

2) Process service requests from owners (Refer to Process for Homeowner Landscape Requests):

- a) Receive and evaluate requests.
- b) Inspect reported conditions and formulate plan for remediation.
- c) Inspect completed work.

3) Report to the Board of Directors relevant information:

- a) Landscape contractors' performance.
- b) Status of approved landscape projects.
- c) Reserve allocations status throughout the year.
- d) CC&R violations by homeowners in regard to the common area.

4) Assist, as appropriate, the Grounds Committee in the discharge of their Board-assigned tasks:

- a) Provide copies of landscape contractors' proposals in advance of monthly committee meeting.
- b) Attend Grounds Committee meeting monthly and provide report of work orders in process.

- c) As requested by Board, make documents available, provide administrative support and schedule meetings.
- 5) Facilitate communication between all parties: Board of Directors, landscape contractors, Grounds Committee and homeowners.** Refer to Standards and Practices for Communication, Board and Committees for more information about these specific processes.
- D. The Grounds Committee shall discharge their duties in compliance with their Board assigned charter.**
- a) Review Nepenthe landscape on a regular basis. Identify any issues needing management or Board action.
 - b) Assist, as requested by the Board, in evaluating the current landscape management contract performance. Participate as needed in the selection process for a new Nepenthe landscape contractor.
 - c) Identify any issues with the Nepenthe irrigation systems. Notify management of recommended actions for mitigation.
 - d) Make recommendations to the Board regarding planting projects and other enhancements to the common areas.
 - e) Assist and support management in identifying landscape projects for the upcoming year.
 - f) All members of the committee must be thoroughly familiar with governing documents as they pertain to the grounds and trees.
- E. The Board of Directors shall provide clear direction to the General Manager and Grounds Committee and respond to recommendations and requests for information or guidance.**