

LANDSCAPE REVIEW COMMITTEE (LRC) CHARTER

PURPOSE:

To promote landscape design in Deerlake that will preserve the natural environmental beauty and healthy living that exists here.

GOALS:

To maintain standards as outlined in the Deerlake covenants, Rules and Regulations, and Landscape Standards in regards to landscaping in Deerlake.

MEMBERSHIP:

Will consist of **no fewer than five** members approved by the Board.

The chair and the members of the LRC are appointed by the Board of Directors to serve three (3) year terms.

No member of the Board of Directors shall serve as Chair of the committee. However, a Board member may serve as a non-voting Acting Chair until another Chair can be recruited.

It is recommended that no more than one member of a household be a member of the committee.

Individuals may be reappointed by the Board to serve multiple consecutive or non-consecutive terms on the committee.

A committee member may choose to resign at any time.

The committee may use experts who are not committee members to assist and advise the committee on special projects.

RESPONSIBILITIES:

1. Review landscape plans for new construction that have been submitted to the ARC, and consult with the ARC on any suggested changes in those plans.
2. Review and monitor progress of landscape plan implementation. Once the Certificate of Occupancy (CO) has been received by the ARC chair, the LRC chair or designee shall be primary contact with the owner regarding all matters under the governance of the LRC.
3. Review and approve modification plans for landscapes of existing homes.
4. Review and approve modifications to driveways surfaces and changes or additions to exterior lighting.
5. Review and approve plans for flagpoles, patios, pet enclosures, pools, hot tubs, and spas.
6. Review and approve applications pertaining to tree removal, tree planting or trimming (other than normal pruning).
7. Review and approve applications for changes to grading affecting drainage, landscapes structures of any kind including (but not limited to) arbors, trellises, railings, steps, walkways, gazebos, stone walls, or retaining walls.
8. Approve in writing all design changes and have the document signed by the owner and LRC.
9. Respond to the requesting owner within a two-week period of receipt of the application for modification with the decision made by a majority of the committee. A minimum of one to three committee members will view the project before a decision is made.
10. Issue a formal permit for approved landscaping projects.
11. Notify owners of the right to appeal process if owners are not satisfied by decisions of the LRC.
12. Maintain a file that documents all requests submitted to the LRC and subsequent Committee decisions relating to those requests.
13. Communicate with the DVCA Board, through a liaison, of any anticipated problems with a request denial.

- 14.Recommend to the Board that an Owner be fined or penalized for non-compliance with a regulation or policy.
- 15.Jointly oversee the landscape planning and plantings of all of the community's common areas with the Grounds Committee.
- 16.Issue requests for landscape contract(s) and manage the landscape contracts during their term.
- 17.Prepare quarterly and annual reports. The committee may be invited to report on their activities at a Quarterly Meeting of the general membership.
- 18.Prepare an annual budget request and execute budget plan.

MEETINGS:

The committee shall meet at least quarterly to prepare the quarterly and annual reports for the Board. Other meetings will be determined by the new landscape construction or modification requests. The committee must keep minutes and written records, and the minutes will be sent electronically to the president and liaison as well as committee members.

ANNUAL BUDGET:

An annual budget request will be prepared and submitted to the Finance Committee as required.

The DVCA Board of Directors approved the Landscape Review Committee Charter on the 10th of April 2014.

Clarification of Responsibilities of the ARC and LRC

The Architectural Review Committee (ARC) and the Landscape Review Committee (LRC) will work cooperatively on new construction projects. It will be the responsibility of the ARC to collect landscaping plans for new construction and submit them to the LRC for review. The LRC will review and return the plans to the ARC with approval or recommendations. The ARC will communicate the results to the owner.

Projects Requiring Architectural Review Committee (ARC) Approval

1. All new construction
2. Modifications to existing homes or accessory buildings. No temporary structures allowed.
3. Construction of decks, porch screening or enclosures.
4. Modifications including room additions, garage enlargement, changing color of house, adding trim or shutters

Projects Requiring Landscape Review Committee (LRC) Approval

1. Landscaping of new homes
2. Modification in landscaping of existing homes
3. Modification of driveway surfaces
4. Changes or additions to exterior lighting (doorways, garages, floodlights, porches, yards, walkways)
5. Changes to grading affecting drainage
6. Landscape structures of any kind including (but not limited to) arbors, trellises, railings, steps, walkways, gazebos, stone walls, or retaining walls
7. Flagpoles
8. Patios
9. Pet enclosures
10. Pools, hot tubs, spas
11. Tree removal or extensive pruning