

LANDSCAPE REVIEW COMMITTEE (LRC) CHARTER DEERLAKE VILLAGE COMMUNITY ASSOCIATION

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:

- The Committee will consist of **no fewer than four** 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. Work cooperatively with the Architectural Review Committee (ARC) 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. After the Certificate of Occupancy (CO) has been received by the ARC Chair, the LRC Chair or designee will be the primary contact with the owner regarding all matters under LRC governance.
2. Review and monitor progress of landscape plan implementation for new construction.
3. Review and approve modification plans for landscapes of existing homes.
4. Review and approve modifications to driveway 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 i.e. no more than 25% of the tree).
7. Review and approve applications for changes to grading affecting drainage, landscape structures of any kind including (but not limited to) arbors, trellises, railings, steps, walkways, gazebos, stone walls, or retaining walls.
8. Approve applications with a written permit signed by the LRC Chair or designee.
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. Notify owners of the right to appeal process if owners are not satisfied by decisions of the LRC.
11. Maintain a record that documents all requests submitted to the LRC and subsequent Committee decisions relating to those requests.
12. Communicate with the DVCA Board, through a liaison, of any anticipated problems with a request denial.

13. Recommend to the Board that an Owner be fined or penalized for non-compliance with a regulation or policy.
14. Issue requests for landscape contract(s) for landscaped common areas and manage the contract(s) during the contract's term.
15. Prepare quarterly and annual reports. The committee may be invited to report on their activities at a Quarterly Meeting of the general membership.

MEETINGS:

The committee shall meet as needed to prepare quarterly and annual reports. Other meetings will be determined by the new landscape construction or modification requests. The committee must keep written records that will be sent electronically to the president and liaison.

ANNUAL BUDGET:

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

This LANDSCAPE REVIEW COMMITTEE CHARTER was approved by the DVCA Board of Directors on the 13th day of September 2018.