LANDSCAPE COMMITTEE (LRC) CHARTER
DEERLAKE VILLAGE COMMUNITY ASSOCIATION

PURPOSE:
To promote landscape design in Deerlake Village that will preserve the natural environment and healthy living that exists here.

GOALS:
To maintain standards as outlined in the Deerlake Covenants, Rules and Regulations, and Landscape Standards regarding landscaping in Deerlake Village.

- The Committee will consist of no fewer than four (4) members approved by the Board of Directors who each serve three-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.
- 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 courtesy of four (4) weeks' notice is requested.
- When necessary, the committee will use experts who are not committee members to assist and advise the committee on special projects.

RESPONSIBILITIES:

1. **Review and approve applications per the Rules and Regulations, Part 8, for the following:**
    - Tree removal, planting, and trimming. The committee will ascertain whether an arborist has been consulted by the homeowner. If not, a consultation will be recommended.
    - Modifications to driveway surfaces and changes or additions to exterior lighting.
    - Modification plans for landscapes of existing homes.
    - Plans for flagpoles, patios, pet enclosures (Mountain homes only).
    - Changes to grading that effects drainage.
    - Addition of landscape structures of any kind, including (but not limited to) arbors, trellises, railings, steps, walkways, gazebos, stone walls, or retaining walls.

2. **Conduct Site Visits:**
    - The committee will respond to the requesting owner within two weeks of receipt of the application for modification.
    - A site visit will be scheduled for one of the upcoming site visit dates (currently the 2nd[t] and 4th Thursdays of each month). Regular site visit dates may be modified based on committee members' availability. If a visit is needed sooner than a scheduled date (e.g., the homeowner has a contractor scheduled) and enough members are available, the LRC will schedule outside the regular visit dates.
    - A minimum of three (3) committee members will view the project before a decision is made. A site visit is required to approve the request.

- The committee will confer away from the homeowner to ensure that a concurrence of opinion can be reached. Most decisions can be made at the site visit. If the application is approved, the homeowner will be given a written permit signed by the LRC Chair or designee.
- If owners are not satisfied with the decisions of the LRC, the committee will inform the owner of the right to appeal.
- The Chair will communicate with the DVCA Board, through their Liaison, of any anticipated problems with a request denial.
- If there is non-compliance with a regulation or policy, the LRC can recommend, through their Board Liaison, that the homeowner be fined or penalized.
- A record of all requests submitted to the LRC, and subsequent committee decisions relating to those requests, will be maintained.

3. **Approve Landscape Plans for New Housing Construction:**
   - The LRC will work cooperatively with the Architectural Review Committee (ARC) on new construction projects. The ARC will 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 and provide approval and/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.
   - The new owner has one year to achieve sufficient progress on the approved landscape plan. The LRC will review and monitor progress on the plan.
   - When the landscape plan for new construction is complete, the Homeowner will request a site visit from the LRC to certify the plan's completion. If approved, the LRC Chairperson will communicate the approval to the Board Liaison and the ARC. This will satisfy the requirement for new home construction landscaping and LRC oversight will end.

4. **Oversee Year-Round Maintenance of Common Areas:**
   - Ensure that assigned common areas are maintained, trimmed, and weeded.
   - Responsible for ensuring that newly planted landscape and/or plants in pots are watered.
   - Work cooperatively with the Maintenance Committee and the Pool Committee (for landscaping inside the pool) to maximize resources and expertise. The Maintenance Committee is responsible for overseeing the mowing contract, purchasing and spreading mulch in common areas and may be willing to help with other landscape projects upon request.

     Note: Common areas include:

     1. Beds surrounding the clubhouse.
     2. Beds above the wall inside the pool, beds surrounding the pool outside the pool fence, beds around the parking lot and in the clubhouse green.
     3. Nature Park and Picnic Grove beds.
     4. Beds located at the entrance to Deerlake (around the sign on Deerlake Rd.) and at the Hwy 64 entrance.

5. Beds located in the Park/Medows area in and around the arbor swings and bridge.
6. Bed at the fireplug/sidewalk area on Deerlake Road.
7. Two beds near the condos and gingko tree on Deerlake Rd.
8. Bed at the corner of Stone Drive and Deerlake Road.
9. Beds located on the circular islands located on Fox Cross Drive and Quail Run.
10. Beds located in the pool area.

OTHER COMMITTEE RESPONSIBILITIES

- Issue requests for landscape contract(s) for landscaped common areas and manage the contracts(s) during the contract's term.
- Prepare quarterly and annual reports. The committee may be invited to report on their activities at a quarterly meeting of the general membership.
- Implement the Master Landscape Plan according to funding availability.

MEETINGS

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

ANNUAL BUDGET An annual budget request will be prepared and submitted to the Finance Committee as requested in August.

This Landscape Review Committee Charter was approved by the DVCA Board of Directors on the 9th day of April 2026.

From the Capitol Reserve Policy:

If the estimated total cost of a proposed new or revised, where the scope of the project has changed from the original, reserve funded project is $65,000 or more, inflation adjustments being the exception, the chair of the proposing committee will schedule and brief the DVCA Board on the project prior to submission to the Finance Committee. This requirement includes related projects, such as those to be performed on the same amenity or common area (clubhouse, pool, picnic area, lake, Meadows Park, conservation easement, etc.) After presentation and discussion, the board will determine if the project(s) can be submitted to the Finance Committee, must be modified, requires additional information or should be presented to the community at large at a special meeting and/or described in the Deerlake Diary, before approval to submit to the Finance Committee.