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Architectural Control Committee
Greg Anderson (Lead)
Curt Clark, Tim Anderson
Dan Bushnell, Stephen Roberts

Landscaping Subcommittee
Dan Bushnell (Lead)
Curt Clark, Tim Anderson
Stephen Roberts

November 28, 2018

## HOA Landscaping Subcommittee Charter (a Subcommittee of the Architectural Control Committee)

#### **Landscaping Goals:**

- 1. Maintain the attractive appearance and safety of the Bull Mountain Estates common areas in support of the HOA's obligations under CC&R Section 5.
- 2. Utilize neighborhood work parties to the extent practical in order to minimize costs and to build a sense of mutual ownership of our neighborhood's appearance.

#### Scope:

1. Three designated common areas (Tracts A, B, & C) as shown on the attached subdivision survey.

#### **Typical Duties:**

- 1. Oversight of the landscaping contractor's performance including:
  - a. Being the day-to-day point of contact between the HOA and contractor,
  - b. Coordinate with the contractor for the schedule of irrigation and maintenance activities,
  - c. When necessary, obtain quotes for a new contractor and, subject to Board approval, propose revisions to the terms of the contract,
  - d. Excluded is the annual irrigation back flow testing, which remains a Board responsibility.
- 2. Organize the tasks, solicit volunteers, and provide leadership for an annual work party.
- 3. Propose the annual maintenance work plan and costs to be supported by the HOA budget.
- 4. Major improvements with cost estimates may be proposed to the Board and, in accordance with CC&R Subsection 5.3, are subject to membership approval.

## **Authorities and Reporting:**

- 1. The Subcommittee will be guided by the provisions of Section 5 of the CC&Rs.
- 2. The Subcommittee Lead will report to the Board of Directors; the Board liaison to the Subcommittee is the Board Vice President.
- 3. Contracts for outsourced work and other financial obligations must be approved in advance by the Board. Costs must be consistent with the approved HOA budget with payments processed by the Treasurer.
- 4. The Subcommittee Lead will verify to the Treasurer that contracted tasks have been completed per terms of the contract prior to payment of invoices.

# Excerpt from Bull Mountain Estates Covenants, Conditions & Restrictions

### 5. MAINTENANCE

- **5.1 Tracts A, B, and C.** Tracts A, B, and C on the plat of Bull Mountain Estates are granted and conveyed in fee to the Bull Mountain Home Owner's Association subject to an easement on Tract A in favor of the Unified Sewerage Agency of Washington County and an easement on Tract C in favor of the public for pedestrian access, which easements appear on the plat.
- **5.2 Maintenance Obligations.** Lot 1 through 41 will have an equal share of the applicable assessed costs of maintaining Tracts A, B, and C, including the brick entrance sign on Tract B, in an attractive manner. Tracts A, B, and C shall be maintained in accordance with all applicable state and local laws, regulations, and requirements. Each Owner shall be assessed for maintenance costs on an annual basis. Homeowners dues will be determined each year by the Home Owner Association Committee based on annual bids and projected costs for maintenance. Each Owner will be responsible for not more than 1/41 of the maintenance funds assessed annually.
- **5.3 Maintenance Decisions.** All decisions concerning maintenance work on Tracts A, B, and C, including but not limited to the contracting for and timing, nature, scope and performance of such work, shall be made by ACC. Major landscaping, construction, and other improvement proposals that are not maintenance, will be put to a vote for approval of the Owners of Bull Mountain Estates before work can begin. This vote will be conducted in a manner specified in the Voting Procedures section of the HOA By-Laws.

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