



Highlands Landscape Committee

Charter and Areas of Responsibility

9/7/23

Committee Terms – the Landscape Committee shall have an odd number of members, for voting purposes. The committee will recommend one Committee Chair to be approved by the Board. Committee Chair shall have a term of no more than 3 years, with a vote required for a new chair at the end of the term. There are no term limits regarding any of these positions.

- Maintain existing, and develop new landscaping plans within specific Common Areas as defined by the Board of directors:
 - Areas adjacent to Eastfair Drive from Nash to Woodpecker
 - Highland Glen Drive from Nash to Eastfair
 - Applecross Drive from Nash to Highland Glen
 - The recreation area known as the Tot Lot
 - The entrance at Cypress Glen off Nash Road
 - Entrances to Lake Margaret section at Cattail Road, Killycorm Drive, Killbevan Drive
 - Glen Kilchurn Extension off Woodpecker and Kenmack Road; the paved walkway area at Glen Kilchurn Terrace.
 - Add new entrances from the Developer as the deeds are accepted by the HOA.
- The focus of this Committee is Landscaping. This does not include mowing, edging and lawn maintenance, and similar maintenance of the grounds. This is covered by a direct contract between the HOA and Estate Care Landscaping, and managed by ACS West.
- The activities and expenditures of this Committee are laid out yearly and progress reported quarterly to the Board. Non-routine activities are presented to the Board for approval prior to execution. Actions are developed from residents' input, the Board, and proactive audits by the Committee. All charges for all activities are invoiced to and paid for by ACS West for the HOA, who also maintain all financial records.
- Areas of responsibility managed by this Committee include the asset maintenance of the pavilion, grounds and parking at the Tot Lot. Also, this includes all irrigation systems from the pumping station on the 8400 property on Highland Glen using lake water to supply the system along both sides of Highland Glen from the Lake to Nash Road. All other nine systems are supplied by county water and maintained by Richmond Irrigation under contract with the HOA, and managed by ACS West.
- The Committee monitors the various lighting (Under the Contract agreement with Estate Care to audit/and repair, or report other problems for repair to Sam King, ACS West) at the 8400 property, Tot Lot, and the Clubhouse at Lake Margaret. In addition, all lighting at all entrances plus up-lighting of trees and shrubs in various areas. Outages noted by residents are to be reported to ACS West for repair by the proper vendors.