

VILLAGES OF BONITA MASTER ASSOCIATION, INC.  
LANDSCAPE COMMITTEE – SCOPE OF WORK  
03/23/2022

MISSION STATEMENT

The landscape committee shall provide direction and leadership to the community regarding landscaping. They are to assist in ensuring the community landscaping reflects the desires and wishes of the community and presents the appropriate image to the external community.

ORGANIZATIONAL STRUCTURE

The committee will report to the Board of Directors, with the President being the main point of contact. The committee will elect a chair person who will be charged with reporting to the Board at meetings. Community members will contact the management company who will forward concerns to the committee chair for review and suggestions for resolution.

RESPONSIBILITIES

- Communicate with the board of directors providing updates at all board meetings.
- Liaison with all landscaping company(s).
- Addressing concerns as forwarded from the management company.
- Ensure the beauty of the community, within the confines of the Annual Budget.
- Liaison with other landscaping committees within The Villages of Bonita.
- Follow all applicable laws, rules, and regulations of external governing bodies such as Federal, State, County and City government.

SPECIFIC DUTIES

- Monitor all landscape related contracts for fulfillment of contracted services.
- At least once a month, walk the property with landscape company(s) representatives reviewing areas of uncompleted work and new areas of concern .
- Obtain project quotes for areas needing attention outside of contractual obligations.
- Submit project proposals to the board of directors for review and approval.
- Monitor completion of approved project proposals.
- Notify management company of completed approved projects for payment.

CURRENT VENDORS ASSIGNED TO THE COMMITTEE TO MONITOR

- Brightview Landscaping
- Earth-tech Environmental
- Emerald Green
- Crawford Tree Trimming