

CHARTER

LANDSCAPE IMPROVEMENT COMMITTEE

The Landscape Improvement Committee (LIC) is a Standing Committee of the OVA Board of Directors. The Chair of the Committee is appointed by the Board of Directors and all members are approved by the Board of Directors. The LIC will function in accord with the OVA Policy for Committees and Operations adopted November 19, 2013.

The primary purposes of the Committee are:

1. Assist the OVA Board of Directors and the Facilities Maintenance Manager in identifying, planning changes and prioritizing work on landscape areas in need of improvement.
2. Work with the Facilities Maintenance Manager in researching and qualifying, when required, appropriate landscape architects, contractors, consultants, suppliers, project managers and other necessary workers.
3. Assure appropriate vetting of all candidates for work on OVA landscape projects.
4. Follow OVA Policies and Practices for project bidding.
5. With Board direction, the Committee will be responsible to assist with development of landscape elements of new building or major building remodel or repair projects.
6. Submit each recommendation with full analysis, descriptions and validated cost estimates to the Finance Committee for funding recommendation and Board approval.
7. Assign a resident volunteer Project Coordinator, preferably a member of the LIC, to carefully follow all aspects of each landscape project.
8. Coordinate with the Finance Committee a periodic review of Reserve Study funding to ensure OVA landscaping can be properly maintained or replaced with appropriate attention to energy and water conservation.

The Operation of the Committee:

1. The Committee will meet on a monthly basis.
2. A quorum is necessary to take a vote.
3. The Chair of the Committee will participate in the quarterly OVA meetings of Committee Chairpersons and assure that LIC recommendations do not create conflicts with other activities.
4. Roberts Rules of Order will be in effect.

The Structure of the Committee:

1. The Committee shall endeavor to have no less than 5 members including the Chair.
2. Board approved members shall serve an initial term of 2 years. To provide continuity on extended projects, if requested, members shall be permitted to serve additional two year terms.
3. The Facilities Maintenance Manager will be present as a resource at the meetings if possible, but does not have voting authority.

10. **New Business Items**

- A. **HVAC Maintenance Contract Recommendation - Turner – Discuss – Action** *On motion duly made and seconded (Hermann/Hess) the Board voted unanimously to approve MATRIX OVA facility HVAC contract.*
- B. **2014 CJM Productions (Oakmont News Publisher) Contract Renewal –Turner**
Discuss – Action On motion duly made & seconded (Felton/George) the Board voted unanimously to approve CJM publishing contract.
- C. **Scandia Landscape Contract Renewal Recommendation – Turner – Discuss – Action** *On motion duly made & seconded (Kaiser/Hermann) the Board voted unanimously to approve Scandia landscape contract.*
On motion duly made and seconded (Dias/George) the Board voted unanimously to review Scandia performance and costs thereof for 9 months and revisit these facts in Sept/Oct 2014.
- D. **Adopt Charter for Standing Committee – Landscape Improvement (LIC) – Action**
President Taylor announced the following recommended revisions to the proposed LIC Charter under the heading The Structure of the Committee in the Board packet:
"1. The Committee shall endeavor to have no less than 5 members including the Chair.
2. Board approved members shall serve an initial term of 2 years. To provide continuity on extended projects, if requested, members shall be permitted to serve additional two year terms."
- E. **Appoint Chair – Landscape Improvement Committee – Action**
President Taylor announced the recommendation of Eleanor Brodnansky, Chair of the LIC
- F. **Appoint Members – Landscape Improvement Committee – Action**
President Taylor announced the recommendation of the following members of the LIC: Cathy Carstenson, Greg Goodwin, Yvonne Horn, Marianne Neufeld, Joan Stieger and Alan Scott.
On motion duly made and seconded (Hermann/Hess) the Board voted unanimously to adopt the amended LIC Charter, and to accept the appointments of the LIC Chair and LIC members.
- G. **Appoint Board Liaisons for Standing Committees – Action**
President Taylor announced the following Board Liaison Appointments:
Architectural Committee – **Herm Hermann**; Bus Committee – **John Taylor**; Communications Committee – **Evelyn George**; Finance Committee – **Chuck Chenault**; Landscape Improvement Committee – **John Taylor**; Long Range Planning Committee – **Herm Hess**; Oakmont Community Development Committee – **Fran Dias**; Oakmont Emergency Preparedness Committee – **John Felton**; OVA/OGC Task Force – **Jim Kaiser**.
On motion duly made and seconded (Kaiser/Hess) Board voted unanimously to accept the Board Liaison appointments.
- H. **Annual OVA Insurance Package Renewal – Turner – Action** *On motion duly made and seconded (George/Hess) the Board voted unanimously to approve staff recommended lower premium option.*

11. **Unfinished Business Items**

- A. **West Facility Improvements - Turner – Discuss –** *On motion duly made and seconded (Hess/Dias) Board voted unanimously to engage Weir/Andrewson to do design work for two aspects of West Rec improvements; restoration, not remodel, of locker rooms project and seismic structure repairs.*

12. **Future Board Meeting Agenda Recommendations**

- A. None described

14. **Review Meeting Task-Master List**

- A. Manager to remove Par Course stations & repair adjacent Par Course path railing.
- B. Manager to obtain BoD authorized bids for replacing Central (Berger) Auditorium wood floor; forward bids to Finance Committee review & recommendation to BoD.
- C. Manager will submit costs to BoD at Jan meeting for shades on all FC windows.