

UPDATED: Job Description for Grounds Committee 3/2/07

The Grounds Committee will anticipate, plan and budget for the immediate and future needs of grounds' structural maintenance and the natural attrition of landscaping. All maintenance decisions will be in keeping with the standards established by the HOA, the By-laws contained within the Covenants, and the Directives of the Board. In addition, our task/s will be to ensure Total Landscaping Care, Inc. has completed landscaping and irrigation work in both common and maintenance free areas, to the satisfaction of the HOA. The committee will request services contracted with Advanced Management, Inc. for upkeep and management of facilities and waterways. AMI and TLC will be notified when service is required in the following areas:

Common Areas: weeds, dying shrubs, trees, lawns etc. *A person or team will be assigned to each neighborhood to assess the condition of common ground landscaping, and will report any problems to TLC. "A five year plan must anticipate the budget needs to replace shrubs, trees, plants, sod...." Research will be required for selection of appropriate drought resistant plants and shrubs. The committee will assist and review plans proposed by landscape designer for replacement due to attrition and improvement of present design. Healthy plantings will remain unless they interfere with infrastructure waterways or require excessive upkeep.*

Pools: landscaping, cleanliness, damage to furniture etc. *A person or team will check overall cleanliness of water in pool and spa. Any damaged furniture, machinery, fencing will be reported to AMI. The schedule for cleaning and maintenance of pool decks, furnishings, buildings and gym equipment will be reviewed and updated to insure upkeep, repair, and replacement. Dying or infested landscaping around pool areas will be reported to TLC.*

Irrigation/Pumps: pumps in all 5 sections *A team will be assigned to check each pump everyday and will report if a pump is down and not functioning. Problems will be reported to TLC for immediate attention. This task is essential for proper watering, especially during the dry/winter months. If a system goes down entire sections are without watering and are not recognized until there is severe damage to shrubs, lawns and trees. However, with the installation of the flow meters and completion of the new hydro-mapping, TLC will identify pump and or zone problems remotely. While TLC has begun to check pumps daily, our committee will continue to check each pump until we are secure with the turnover, and to offer back up to TLC's irrigation team.*

Home Property Appearance: Especially rental properties, dying lawns, damage to buildings, general upkeep *A person will walk each neighborhood and make note of problems with general upkeep. NOTE: this monitoring supports homeowners who are not at their property year round and do not live in a maintenance free area. Problems with home property will be reported to AMI. Irrigation emergencies such as geysers or broken pipelines will be reported to TLC.*

Ponds/Culverts/Fountains: *a sub-committee will observe and report the cleanliness and over all environmental health of the 17 ponds. Residents residing on pond sites will be solicited to report to this committee. Research and study will be expected of committee members in order to apprise the Board and to communicate effectively and lawfully with the vendors responsible for pond upkeep. While responsibility of fountains is not clear, monitoring remains with the Ponds Committee.*

Reporting:

General Grounds Issues. Contact AMI for the following: to report problems with waterways, gates, pool or pool furnishings, fencing, lighting, exercise equipment, property neglect or signs of vandalism. Contact Property Manager, Dominic Cirillo at **941-359-1134 ext. 115** or email him at dcirillo@amiwra.com. Contact Secretary, Kelly Lyons, at **941-359-1134 ext.121** or email her at klyons@amiwra.com.

Irrigation Issues. Contact TLC to report irrigation problems in any area whether on private property or common grounds. E-mail Melissa or Lisa at up@tlcfla.com or phone at **941-752-6388**.

Landscaping Issues. Contact TLC to report landscaping problems in common areas, or on TLC managed properties. E-mail Lisa or Melissa at up@tlcfla.com or phone at **941-752-6388**.

Issues Outside the Gates are all CDD related and are reported to AMI or the Board.

Cc all reports to Grounds Committee Chair, Jeanne Oliver and Board/Chair of Grounds, Terry Williams.

Note Exception: Individual residents, not under a landscaping contract with TLC are responsible for lawn and shrub care of personal property.

AMI = Advanced Management, Inc. Oversees the management and upkeep of buildings, fencing, facilities, homes and waterways of University Place Neighborhood Association

TLC = Total Landscape Care, Inc. Services University Place Neighborhood Association's landscaping of common grounds and maintenance free areas as well as irrigation of the entire UPNA community.

CDD = Community Development District The taxing authority established under Chapter 190 of the Florida Statutes to maintain a standard of infrastructure, amenities, and landscaping. The amenities include such items as "...storm water drainage, ... wetland preservation areas, water mains and distribution lines, landscape medians, and buffer areas, ...collection system, and entry and identification monuments" (*University Place: Community Development District*. Neal Communities & Benderson Development Co./ Ruben Properties, 2002).

