

Overland Cove Homeowners Association (HOA)
Charter
for
Irrigation Control Committee

1. **Purpose:** The Charter purpose is to establish and Irrigation Control Committee to improve the overall management, maintenance and cost control of the HOA's Townhouses and Common Areas irrigation system.
2. **Overview:** The Overland Cove HOA Board of Directors (BOD), per the HOA governing documents, established an Irrigation Control committee in June 2019. The committee is established for a one (1) year period, with option years approved by the BOD as needed. This Charter is not all inclusive of actions that may be required of its members throughout the year. The Committee members will address to the Chairman recommendations/actions that will improve irrigation operations.

a. Background

The Common Area and Townhome irrigation systems are managed by the BOD through a support contract. The current and previous support contractors had many difficulties with managing the total requirements of the irrigation system. These requirements ranged from start-up/shutdown procedures, maintenance of the watering schedule, system repairs and coordination with Woodland Homes and the Monrovia water department. Additionally, the BOD had to establish a water usage, by meter, control system to ensure proper payment of the HOA monthly water bills. These tasks provide various challenges and are very time consuming. The BOD determined the best way to ensure all tasks are properly coordinated and completed to satisfactory standards was to establish an Irrigation Control committee. The Irrigation Control committee will assist the Facilities Functional Area Lead and the support contractor with various actions and advise for improvements to the overall irrigation support requirements.

b. Committee Composition

1. Committee Chairman- BOD Functional Area Lead for Facilities
2. Functional Area Lead for Finances.
3. HOA area volunteers as determined by the Facilities Functional Area Lead as determined by the requirements.

c. Area of Operations

1. Clubhouse and Common Areas
2. Binding Branch Townhouses
3. Scarlet Woods Townhouses

4. Crescent Falls Townhouses

3. Committee Responsibilities:

1. Committee Chair

- a. Perform duties as the Chairperson for the committee.
- b. Provide guidance and directions to the committee members for system run-times to ensure effectiveness and efficiency.
- c. Provide necessary resources for committee members.
- d. Conduct coordination meetings as needed to ensure continuity of effort.
- e. Coordinate with the HOA Management Company and support contractors, as needed, to ensure contract requirements are met.
- f. Report to the BOD, as needed, the status of the Committee's actions and recommendations.

2. Finance Functional Area Lead will:

- a. Obtain monthly water bills from Monrovia Water Department.
- b. Develop tracking method for the purpose of cost control. Conduct assessments of meter charges to determine high usage or potential water system leakage.
- c. Provide monthly tracking information for Chairman and Area Volunteers.

3. Area Volunteers will:

- a. Develop a map of their operational area assigned. The map will include: the water meter number/location, system controller numbers/location, sprinkler head controller zone number/locations and zone controller value boxes.
- b. Develop a listing of controller box zones posted in each controller box.
- c. Develop a spreadsheet/paper listing the number of heads on each zone and their location around the Townhomes/Common Areas.
- d. Set system run times as determined by the Committee and approved by the Chairman.
- e. Ensure that all clocks are locked and that only committee members/approved vendor will have access.
- f. Report, to the Functional Lead, irrigation system leaks, required repairs and suggested improvements.

g. Provide a “Quick Fix” team that makes minor, above ground, repairs to the irrigation system.

3. Lines of Communication:

a. Normal operations. Area volunteers -> Functional Area Lead -> Management Company -> approved vendors.

b. Emergency operations. Area Volunteers ->Management Company -> Approved vendors ->Functional Area Lead.

4. Scope of HOA Responsibility for Irrigation System: The scope of the HOA’s responsibility regarding the Irrigation System can be found in the Policy Guidance for Landscape/Irrigation Maintenance.

Jerry Vickers (signed)

Jerry Vickers

President

OC. HOA

1 Jul 19