

LAKE OF THE WOODS OF JACARANDA HOMEOWNERS ASSOCIATION, INC.
WETLANDS COMMITTEE CHARTER

WHEREAS, the Bylaws authorize the Board of Directors as follows: "The BOARD may, by resolution duly adopted, appoint committees. Any committee shall have and may exercise such powers, duties and functions as may be determined by the BOARD from time to time, which may include any powers which may be exercised by the BOARD and which are not prohibited by law from being exercised by a committee". [Bylaws: Sec 5.13].

WHEREAS, the Board of Directors has determined that the establishment of this standing committee would serve the best interest of the ASSOCIATION MEMBERS.

NOW, THEREFORE, LET IT BE RESOLVED, by the Board of Directors to establish this Charter of the Standing Committee to be known as the Wetlands Committee (WC).

DEFINITIONS

The LAKE OF THE WOODS HOMEOWNERS' ASSOCIATION, INC., hereinafter referred to as the "ASSOCIATION", a corporation not-for-profit formed under the laws of the State of Florida.

The Lake of the Woods of Jacaranda Board of Directors hereinafter referred to as the "BOARD".

All of the recorded owners of LOTS, hereinafter referred to as MEMBERS, shall be members of the ASSOCIATION.

Keys-Caldwell, Inc., the retained property manager, is hereinafter referred to as the PROPERTY MANAGER (PM).

The ASSOCIATION's WETLANDS COMMITTEE, hereinafter referred to as the WC.

TERM

The WC shall be a standing committee, subject to occasional review and appointment by the BOARD.

PURPOSE

The Wetlands Committee (WC) will advise the ASSOCIATION and their designated property manager (PM) regarding the proper functioning and maintenance of the storm water management system in the ASSOCIATION, including: wet ponds, wetlands, upland areas, pipes, culverts, and swales connecting the ponds and wetlands, functioning of the outflow and overflow structures into the wetlands and between the ponds, and the care of the conservation and wetland buffer areas. The WC also will advise the HOA regarding stormwater related elements of the ASSOCIATION Covenants, Conditions and Restrictions and the ASSOCIATION's Southwest Florida Watershed Management District (SWFWMD) permits

The Wetlands Committee will coordinate with other ASSOCIATION approved committees on any issues or projects which may affect the ASSOCIATION wet ponds and wetlands. The WC will also advise the BOARD regarding storm drains and the pipes coming directly from the roads and emptying into the ponds or sump areas. The WC will advise the BOARD regarding outflow structures from the storm drains. The WC will advise the BOARD on the budgeting and expenditure of funds related to proper maintenance and long-term care of the storm water drainage infrastructure. The WC may contact the Sarasota County government and the SWFWMD as it relates to SWFWMD operational permits. It may also seek out grants from local, state and federal agencies with BOARD approval to support improvement and maintenance of the above stormwater elements.

MEMBERSHIP

The WC will consist of no less than three (3) members who are homeowners in the ASSOCIATION with no defined maximum number of members.

One person shall be designated as Chairperson of the Committee and who shall be nominated by the WC members. The Chairperson shall be responsible for conducting all meetings, setting meeting agendas, assigning Committee tasks to members and reporting to the BOARD.

A committee Secretary shall be designated who shall have the responsibility of preparing and maintaining accurate and complete meeting agendas and minutes for delivery to the BOARD and the ASSOCIATION's PM.

A current roster of all committee members shall be filed with the BOARD and the ASSOCIATION's PM and made available to homeowners via the PM's website.

A minimum of one (1) BOARD liaison but never more than two (2) BOARD members shall be assigned to oversee and communicate with the Safety and Security Committee. The BOARD liaison may also serve as the Chairman of the WC.

A quorum of Committee members shall be required to conduct business. The presence of a minimum of three (3) voting members shall constitute a quorum.

The Committee shall meet monthly and schedule other meetings, as necessary. The WC will provide, and post publicly dates, times, and location of meetings. For the purposes of meeting the posting requirements, entering the Committee meeting on the master ASSOCIATION's public calendar no less than 24 hours prior to the meeting shall be considered to be sufficient.

RESPONSIBILITIES

The WC will obtain proposals and recommend professional engineers, scientists and other professionals to the BOARD to complete the following tasks.

- 1) Regular inspections of the ponds, pond water, pond banks, pipes and pond outfall structures
- 2) Maintenance of wetlands, wetland buffers, wet pond banks, pipes, culverts, swales and any conservation and common areas.
- 3) Management of pond shorelines to prevent erosion, water quality issues, and costly repairs.
- 4) Recommendations, professional opinions and advice on how best to approach any improvement, maintenance and repair needs.
- 5) Professional opinions on management, maintenance, and repair costs for input into a strategic WC Plan.
- 6) Preparation of scopes of work, solicitation of bids, recommendation on contractor selection, and construction observation of work.

The WC shall utilize independent contractors and industry experts as approved by the BOARD to develop any recommended improvement, maintenance and/or repair plan(s).

REPORTING AND OPERATING

The WC shall maintain meeting minutes and report directly to the Board of Directors at the monthly Board of Directors Meeting. Apart from the meeting minutes, which must be written, summaries of monthly activities to the BOARD may be written or oral, on an as-necessary basis. The WC shall report on its activities during the past year at each scheduled Annual Homeowners Meeting.

- 1) Reporting to the board on wet pond and wetland conditions and needs.
- 2) Recommending policies and improvements to the BOARD that promote maintenance of ASSOCIATION wet ponds, wetlands, preserves and upland areas.
- 3) Recommending ways to improve communications and development of educational materials for MEMBERS as they may relate to implementing best practices for ensuring wetland health.
- 4) Developing and disseminating BOARD approved information to community members
- 5) Maintaining liaisons with other committees
- 6) Conducting and/or contracting for studies as requested or authorized by the BOARD

- 7) Maintaining ASSOCIATION knowledge of State, County, and Local safety laws/ordinances and communicating those with the BOARD and MEMBERS
- 8) Assessing ASSOCIATION storm water system function and identifying weaknesses that might pose a risk to MEMBER security
- 9) Monitoring wetland related policies and rules for function and efficiency

BUDGET

It shall be the responsibility of the Chairperson of the Committee to communicate any budgetary requests to the BOARD prior to the BOARD's annual budget meeting (normally in November). The WC shall not expend any funds unless specifically reviewed and authorized by the BOARD with the exception of minor incidental expenses such as copy and document production costs.

The Committee may not cause the ASSOCIATION to be financially encumbered without explicit approval of the BOARD.