

RESOLUTION BY THE BOARD OF DIRECTORS OF THE LAKE OF THE WOODS
OF JACARANDA HOMEOWNER'S ASSOCIATION, INC. REGARDING THE
CREATION OF A LANDSCAPING COMMITTEE CHARTER
MARCH 7, 2020

WHEREAS, the Board of Directors ("BOARD") has determined that the establishment of a Landscape Committee charter would serve the best interest of the Lake of the Woods of Jacaranda Homeowner's Association, Inc. ("ASSOCIATION").

NOW, THEREFORE, LET IT BE RESOLVED that the BOARD desires to establish a Landscaping Committee reporting to the BOARD, and does so under the powers invested in it by the BYLAWS of the ASSOCIATION in paragraph:

5.13 Committees. "The BOARD may, by resolution duly adopt, 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."

This RESOLUTION is intended to set forth certain responsibilities, the structure of and duties of the Landscape Committee ("COMMITTEE") and is intended to help ensure that the COMMITTEE acts at all times and in all ways in accordance with the desires of the BOARD.

A. DEFINITIONS

The terms used in this RESOLUTION shall have the following meanings, unless the context otherwise requires:

ARTICLES means the Articles of Incorporation of the ASSOCIATION, as same may be amended from time to time.

DECLARATION means the Declaration of Covenants and Restrictions of the Lake of the Woods of Jacaranda Homeowner's Association, Inc., as same may be amended from time to time.

ASSOCIATION means the Lake of The Woods of Jacaranda Homeowner's Association, Inc., a Florida corporation not-for-profit.

BOARD means the Board of Directors of the ASSOCIATION.

BYLAWS means the Bylaws of the ASSOCIATION, as same may be amended from time to time.

COMMITTEE means the Landscape Committee of the ASSOCIATION.

SUBJECT PROPERTY means the entirety of the Lake of the Woods of Jacaranda Homeowners Association, Inc. property as located in Sarasota County, Florida and legally described on Exhibit "A" attached hereto.

COMMON AREAS means any property, whether improved or unimproved, which is owned by the ASSOCIATION or which is otherwise declared to be a COMMON AREA by this DECLARATION, and is to be used by all of the residents within the SUBJECT PROPERTY, and their guests and invitees;

such areas may include, but are not limited to, parks; open areas, lakes, recreational areas, roads, entrance ways, parking areas and other similar properties.

LIMITED COMMON AREAS means any and all real property (or interest therein) located within the SUBJECT PROPERTY which may hereafter be specifically set aside for the common use and enjoyment only of owners of property in a particular subdivision or condominium or limited groups of subdivisions or condominiums within the SUBJECT PROPERTY.

B. COMMITTEE RESPONSIBILITY

It is the responsibility of the COMMITTEE to ensure the proper use, maintenance, and improvement of the COMMON AREAS within the ASSOCIATION.

The COMMITTEE serves in an advisory capacity to the BOARD. The primary role is not to establish policies, but rather to provide information and options to enable the BOARD to make fully informed decisions on behalf of the ASSOCIATION.

COMMITTEE members shall always and in all dealings remember that they are responsible to the BOARD and that all decisions and actions of the COMMITTEE must first and foremost be to the benefit of the ASSOCIATION as a whole.

C. COMMITTEE STRUCTURE

The COMMITTEE membership shall be a minimum of 3 members. There is no maximum, but an odd number of members is preferred.

The BOARD will appoint one of its DIRECTORS to be a liaison to the COMMITTEE.

All decisions and actions of the COMMITTEE shall be made or taken with open, clear, prompt, and complete communication with the BOARD liaison.

D. COMMITTEE MEMBERSHIP

COMMITTEE members serve on a voluntary basis to carry out the duties and responsibilities of the COMMITTEE

Initial COMMITTEE membership will be established by the BOARD from among applications submitted by MEMBERS.

COMMITTEE members can serve for any length of time at their discretion unless removed by the BOARD for failure to uphold the COMMITTEE's Duties and Responsibilities.

Once established, existing COMMITTEE members will review any applications received and decide among themselves on any new additions to the COMMITTEE.

The COMMITTEE Chairperson, at his/her discretion, may recruit additional help for special projects as required.

COMMITTEE members must at all times perform their duties in good faith, in a manner he/she believes to be in the best interests of the ASSOCIATION.

E. COMMITTEE CHAIRPERSON

The COMMITTEE Chairperson will be nominated by a majority of the COMMITTEE members. The name will be submitted to and must be approved by the BOARD.

The COMMITTEE Chairperson will serve a term of two (2) years and can be nominated to serve an additional term contingent upon BOARD approval.

The COMMITTEE Chairperson will work directly with the BOARD liaison.

The COMMITTEE Chairperson (or designated COMMITTEE member) is responsible for recording and keeping informal minutes of any meetings of the COMMITTEE, describing the topics discussed, decisions made, projects accomplished, action items agreed to and any special budget requests.

The COMMITTEE Chairperson will submit a monthly report to the BOARD on the prior month's COMMITTEE activity.

F. GROUNDSKEEPER

The Groundskeeper will be a member of and report to the COMMITTEE.

The Groundskeeper will ensure proper maintenance of ASSOCIATION irrigation and electrical systems in the COMMON AREAS.

The Groundskeeper will be the primary COMMITTEE interface with outside contractors, vendors, and service providers employed by the COMMITTEE, providing direction to them with regard to the performance of their contracted responsibilities.

The Groundskeeper will work closely with the COMMITTEE Chairperson to determine what outside services are needed and will work with the COMMITTEE Chairperson to obtain competitive quotations, recommend the letting of contracts to the BOARD and assessment of contractor performance.

G. COMMITTEE MEETINGS

The COMMITTEE shall meet monthly at the Lakes of Jacaranda Clubhouse, or as needed at the discretion of the COMMITTEE Chairperson.

COMMITTEE meetings will be posted on the ASSOCIATION calendar online and may be attended by any MEMBER.

The COMMITTEE Chairperson (or a designated COMMITTEE member) will submit the minutes/report of the meetings to the Board within seven (7) days of the meeting and post the minutes on the ASSOCIATION website.

H. COMMITTEE DUTIES

The COMMITTEE's main purpose is to ensure the proper use, care, and upkeep of the ASSOCIATION COMMON AREAS as well as to recommend improvements to the BOARD.

The COMMITTEE shall perform quarterly inspections to ensure the contractual obligations of our landscape contracts are fulfilled. To the extent the performance of a landscape contractor is

LANDSCAPING COMMITTEE CHARTER RESOLUTION
MARCH 7, 2020

unsatisfactory and/or contractual obligations are not met, the COMMITTEE Chairperson shall notify the BOARD liaison of areas of concern or potential matters that may require action of the BOARD.

The COMMITTEE Chairperson with support of the Groundskeeper will work with the BOARD to employ professional landscape contractors on an as-needed basis. If a new landscape company is required, the COMMITTEE shall seek bids from at least two (2) companies and present a summary of results and a final recommendation to the BOARD.

The COMMITTEE will evaluate the current landscaping conditions and make appropriate recommendations to the BOARD for review, comment, and approval.

The COMMITTEE will submit a short-term (one to two years) and long-term (three to five years) Landscaping Plan including projects, timing and estimated costs to the Board on an annual basis.

The COMMITTEE will organize and supervise volunteer projects to improve landscaping in common areas as the COMMITTEE sees fit.

The COMMITTEE Chairperson will work closely with the BOARD forecast existing and anticipated contracts, vendor agreements and routine landscaping requirements such as seasonal plantings, etc. to that the BOARD is able to establish a Landscaping Budget.

When proposing/presenting an event/purchase, the COMMITTEE Chairperson will provide the BOARD with a budget of expected expenditures.

The COMMITTEE, through its Chairperson, shall submit to the BOARD Treasurer line-item receipts for all approved expenditures in a timely fashion.

The COMMITTEE shall keep the MEMBERS updated by contributing periodic updates to the ASSOCIATION newsletter in accordance with the format set forth by the BOARD