

**Whitney Oaks Community Association
Resolution of the Board of Directors
Landscape Committee Charter**

Whereas the Board of Directors ('Board') for Whitney Oaks Community Association ('WOCA') may designate a committee and may establish the purposes and powers of such committee.

Whereas the Board has determined the establishment of this committee would serve the best interest of the Association and its membership.

Therefore, it is resolved that the Landscape Committee is established by this resolution, and it shall operate in accordance with the procedures set forth below:

1. Purpose

The Landscape Committee ('Committee') is formed to advise the Board and its General Manager on matters concerning the Common Areas and Open Spaces of the Whitney Oaks community, including landscaping in these areas, irrigation of these areas, trail maintenance, and the overall aesthetics of the Whitney Oaks community.

2. Authority

The Committee will be composed of three or five members who are appointed by the Board. The committee members and/or the Board shall nominate members to serve as the Committee's Chairperson and Vice Chairperson, who are both appointed by the Board. The Vice Chairperson will perform the duties of the Chairperson in their absence.

The Committee shall appoint a Secretary to keep a Committee member roster, assist the Chairperson in preparing reports, and maintaining written records of Committee activities.

The Board may appoint one Director to act as a Committee liaison. The liaison shall not have the authority to propose a motion or vote on motions made by the Committee.

The Chairperson will schedule and conduct at least one monthly Committee meeting. Meetings will be announced to the members of WOCA. A representative of the landscape contractor may attend Committee meetings to provide a monthly report and answer questions. The primary business to be conducted at Committee meetings will be the review of assignments given to Committee members and develop recommendations for the Board's review and consideration. These assignments will either be tasks developed by the Committee or the Board.

Confidential information shall not be discussed in the presence of third parties. Any files or documents containing confidential information should never be shared or released to third parties. Confidential information includes associating an owner or resident with any information pertaining to violations of the Association's CC&Rs or Rules and Regulations, the incurrence of a fine or other assessment, or a form of disciplinary action.

3. Responsibilities

The Responsibilities of the Committee shall include, but may not be limited to:

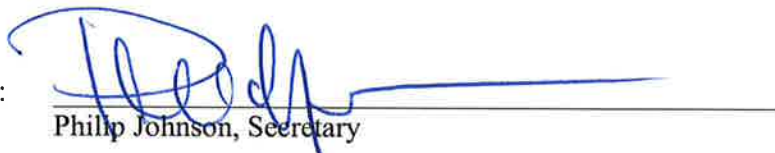
- Understand WOCA's governing documents, including the CC&Rs, supplemental CC&Rs for Units 39 and 44, and the Rules and Regulations.
- When necessary, assist the Association's General Manager to assess the performance of the landscape contractor, verify completed projects and assess the overall appearance of the Whitney Oaks community.
- Provide input to the Board through the General Manager concerning the landscape maintenance contract.
- Assist the landscape contractor in identifying issues or concerns relating to the common area landscaping, trails, and open spaces.
- The Chairperson is encouraged to attend Board meetings to report on Committee matters to the Board and receive direction from the Board regarding the Committee's activities.
- Periodically review and make recommendations to the Board through the General Manager on the following: Landscape Maintenance, Plant Replacement, Irrigation Practices, Irrigation Repair, Trail Maintenance, Gate and Monument Condition, Tree Planting and Removal, Erosion Control, Fire Breaks and Weed abatement, Common Areas, and Encroachment of or damage to Open Space Areas.
- Suggest landscape projects to the Board to enhance the Whitney Oaks community's appearance as proposals and recommendations to the Board.

Unless directed otherwise by the Board, the Committee may contact WOCA's landscape contractors, water agencies, city public works or others providing landscape-related services to WOCA for project proposal information only. The Committee will at no time authorize work to be done, money to be spent, and changes in contract language or change arrangements with any contractor or agency serving WOCA.

CERTIFICATE OF SECRETARY

The undersigned declares they are the duly elected Secretary of the Association, and the foregoing Resolution of the Board of Directors was approved by at least a majority of the Directors at the Board meeting held on 4/2, 2025.

By:


Philip Johnson, Secretary