

Landscaping Committee Terms of Reference

SR HOMEOWNERS' ASSOCIATION, INC.

Administrative Resolution establishing the LANDSCAPING COMMITTEE TERMS OF REFERENCE

BECAUSE the BYLAWS authorize the Board of Directors ("BOARD") to organize, appoint, and regulate standing and select committees to advise the Board from time to time as seems prudent; and

BECAUSE the BOARD recognizes that proper preservation and enhancement of the physical environment in the community is essential to the maintenance and enhancement of property values; and

BECAUSE the BOARD wishes to establish a Landscaping Committee to advise and assist the BOARD in enhancing the physical environment of the community;

NOW THEREFORE, BE IT RESOLVED THAT a Landscaping Committee be established, having the following terms of reference.

RESPONSIBILITY

The responsibilities of the Landscaping Committee are to advise and assist the BOARD to preserve and enhance the common properties of the ASSOCIATION, particularly in regard to improvements to the landscaping and maintenance of entries, greenbelts and other common areas within Sonoma Ranch and to make recommendations to the Board for additions to common areas or public areas under the Association's control.

In fulfilling its responsibilities, the Committee shall:

1. Inspect the grounds and facilities with professional advice where appropriate, and make recommendations to the BOARD with respect to planting projects, greenbelt maintenance, environmental protection to the Edwards aquifer, additional lighting, other improvements to the existing landscaping plan, and the costs and financing alternatives associated with them.
2. Survey residents as to suggested landscape and capital improvements, conduct hearings.
3. Support and inform individual residents of ways to maintain their properties which will enhance the value of all the neighborhoods in Sonoma Ranch.

MANNER OF ORGANIZATION

1. Membership - Any MEMBER may join the Committee by attending the first Committee meeting or, during the year, by attending two out of three successive Committee meetings and maintaining regular attendance thereafter. The secretary of the Committee is responsible for maintaining a roster of Committee members.
2. Term - All members shall serve one year terms but may be reappointed for additional terms.
3. Chairman - The President of the Board of Directors will appoint a Chair when the committee is organized. The Committee may then elect an alternate Chair from among its members.
4. Vacancies - The BOARD may remove a Chair with or without cause. The Committee may vote to remove its Chair upon show of good cause. Vacancies created by either of the above or by death or by resignation of the Chair, shall be filled by the alternate Chair, and the Committee will elect a new alternate.

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5. Secretary-Treasurer. The Chair will designate a secretary-treasurer from among the members of the Committee. The secretary-treasurer shall be responsible for keeping the Committee membership roster, recording minutes of all Committee meetings and in general maintaining written documentation on Committee decisions and activities. Further, the secretary-treasurer shall keep a record of funds expended under the Committee's allocation from the BOARD.

6. Subcommittees. From time to time the Committee may create from among its membership such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the Committee. The Committee Chair may form a subcommittee by appointing volunteers from the standing committee. The subcommittee will elect its own Chair. If the subcommittee Chair is absent from two successive meetings, the subcommittee may elect a new Chair and promptly notify the standing Committee Chair of the change.

DUTIES OF THE COMMITTEE

The Duties of the standing COMMITTEE include the following:

1. Electing the alternate chair;
2. Assessing conditions and needs in the area of its responsibility;
3. Adopting goals and objectives and establishing priorities for Committee and subcommittee activities;
4. Proposing guidelines to the BOARD relative to its area of responsibility
5. Reviewing Committee terms of reference;
6. Developing Committee budget requests;
7. Taking such actions as directed by the BOARD.

Duties of the Chair include the following:

1. Coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met;
2. Preparing Committee reports for submission to the BOARD;
3. Reviewing the budget with Committee Secretary-Treasurer to assure that funds are spent as allocated and to determine adjustments;
4. Establishing such subcommittees necessary, determining their purpose and appointing members
5. Reviewing and evaluating subcommittee activities to determine if need exists for their services.
6. Assuring that meetings of the Committee are held as follows:
 - (a) Regular meetings of the full standing Committee shall be held at least once each quarter or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full Committee meeting

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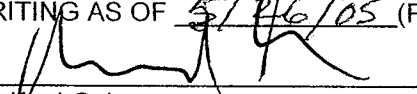
is to hear and review the Committee's budget and policy recommendations and to integrate them into one Committee proposal to be submitted through the Chair to the Finance Committee

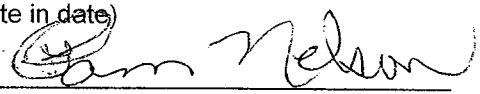
- (b) Subcommittees will meet at least monthly for as long as it takes them to complete their tasks.
- ©) Voting will be done by simple majority; in the event of a tie, a member of the BOARD may cast the decisive vote.

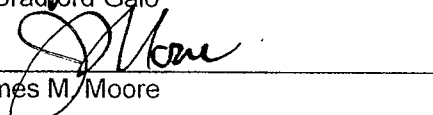
Reporting and Channels of Communication will be done as follows:

1. The Committee shall, through its Chair, submit to the BOARD, written reports on a regular basis. Such reports shall include at least the following:
 - (a) Summary of activities during past period;
 - (b) Problems encountered and assistance requested;
 - ©) Number of members at last meeting;
 - (d) Plans for coming months;
 - (e) Itemized listing of income and expenditures;
 - (f) Recommendations and proposals with rationale.
2. The Committee Secretary shall prepare and submit minutes of committee meetings.
3. Verbal requests for information or assistance may be transmitted from the subcommittee chair to the Committee Chair and from there to the appropriate party and back, unless other channels have been directed by the BOARD.

IN WITNESS WHEREOF, THE UNDERSIGNED HAVE EXECUTED THIS UNANIMOUS CONSENT IN WRITING AS OF 5/26/05 (Please write in date)


A. Bradford Galo


Pam Nelson


James M. Moore

APPOINTMENT OF CHAIR OF THE COMMITTEE

In accordance with the provisions of the Resolution establishing the Landscaping Committee, I hereby appoint Rajeshwar Tekmal of 14911 Camino Rio initial Chair of the Committee.

FOR THE BOARD OF DIRECTORS
