

KNOW ALL MEN BY THESE PRESENT  
RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE PENINSULA AT MYSTIC SHORES PROPERTY OWNERS ASSOCIATION  
REGARDING THE ASSOCIATION'S  
ROADS AND GROUNDS MAINTENANCE COMMITTEE

**WHEREAS**, the By-Laws of the Peninsula at Mystic Shores Property Owners Association provide, in Article 7, Section 7.03, that the Board may appoint such committees as it deems appropriate to perform such tasks and to serve for such periods as the Board may designate by resolution and,

**WHEREAS**, the Board has voted, at a duly called meeting at which a quorum of Directors was present, to appoint a committee of the Association to be named, comprised of such members, and perform such tasks for such periods, as set forth in detail below:

**NOW, THEREFORE, BE IT RESOLVED** by the Board that the following Committee is hereby established:

1. **Name:** The name of the Committee is the "Roads and Grounds Maintenance Committee".
2. **Members.** The Committee Members and the Chairperson of the Committee shall be appointed and/or removed by the Board of Directors. The Committee Chairperson will report to, and act under the direction of the Board.
3. **Tasks:** The Committee shall perform the following tasks:
  - a. Monitor the roadways and recommend regular and emergency maintenance activities.
  - b. Proactively make recommendations to the Board on prioritized road maintenance projects above and beyond regular maintenance operations.
  - c. Make recommendations on actions/projects needed to keep the roadways safe and in good condition. Actions/projects may include, but not be limited to, brush/tree trimming, road signs, shoulder repairs, pothole repair, and crack sealing.
  - d. As approved by the Board, obtain cost estimates and accumulated bids on identified maintenance actions/projects, and provide the final cost estimates and bids to management for administrative consolidation.
  - e. Review and monitor all contracts and agreements approved by the Board.
  - f. Maintain a list of all approved contractors performing maintenance and repairs within the Peninsula.
  - g. Maintain real property throughout the Peninsula to include gate (maintenance, gate code approvals), guardhouse, irrigation, lights and landscaping, and recommend regular and emergency repair and maintenance activities.
  - h. Coordinate with the designated engineering firm on the bi-annual Peninsula road survey. Apply knowledge and further assessment to recommend amount of funds required annually for road maintenance and repair in the reserve study.
  - i. Coordinate with other committees as needed to synchronize activities and maximize the value of projects to the neighborhood.
  - j. Report to, and act under the direction of the Board.
  - k. Provide an annual budget with which to perform required tasks.
4. **Duration.** The Committee shall serve until the Board passes a resolution dissolving it.

By their signatures below, the President and elected Board Members of the Association certify this Resolution to be the valid, official act of the Board of Directors of the Association.