

Charter for the Landscape Committee of The Port Warwick Conservancy

The Port Warwick Conservancy recognizes that it exists to represent the Port Warwick communities, consisting of interconnected groups that are impacted by personal and institutional choices. The Conservancy, being dedicated to promoting awareness of the current and future impacts of our actions, hereby authorizes formation of a Landscapes Committee.

MISSION: The Landscapes Committee will report to the Conservancy Board of Directors (BOD) on the state of Landscapes maintenance and provide recommendations for improvements to the landscaping throughout Port Warwick.

MEMBERS: The Landscapes Committee shall:

1. Consist of three to five residents of Port Warwick, preferably at least one each from a Class A, Class B, and Class C residence. Members will serve at the pleasure of the BOD, and will be appointed from volunteers in the communities. The right to appoint and remove members of the committee at any time shall be vested solely in the BOD, provided however, that no member may be removed without the consent of the majority of the BOD.
2. Meet informally at least monthly. A chairperson will be appointed at the first informal meeting after creation, and will serve a one year term.

RESTRICTIONS: The Landscapes Committee is NOT authorized to financially or legally obligate the Association in any manner (contracts, services for hire, borrow money, purchase equipment and supplies, etc.) unless it has been specifically approved by the BOD.

FUNCTIONS:

The Conservancy has created committees to provide management of various activities that require expenditure of Conservancy funds. The Landscape Committee's charter includes oversight of landscape maintenance contracts, preparation of RFPs, review and evaluation of all contractor responses, and recommendation of selections for contract award to the Conservancy's Board of Directors. This Committee also provides oversight and assistance to the Conservancy Manager on all matters concerning grounds and maintenance, to include validation of all work accomplished prior to payment. The Landscape Committee works through the Conservancy Property Manager to ensure a single point of contact for Contractors, but may request the Conservancy Property Manager to arrange meetings with Contractors to discuss problem areas or areas of concern.

Bi-Weekly, the Landscape Committee shall:

1. Inspect the Port Warwick Landscapes, evaluating the current landscaping conditions and Landscape maintenance conditions.

Monthly, the Landscape Committee shall:

1. Make appropriate recommendations to the BOD on current landscaping issues, and document corrective actions required.
2. Report to the BOD at each monthly Conservancy meeting.

Quarterly, the Landscape Committee shall:

1. Provide an evaluation of the Landscape maintenance contractor's performance to the BOD.
2. Provide an evaluation of the property management contractor's performance to the BOD

As needed, the Landscape Committee shall:

1. Assist the BOD in determining which prospective vendors are qualified to perform the required work.
2. Accept Landscapes and landscape deficiency reports from the community residents at large; consolidate these reports, and pass them on to the BOD.

In addition, each spring and fall the Landscape Committee shall research and identify what is required to properly maintain and improve landscaping in Port Warwick.

COMMITTEE PROCESSES AND PROCEURES:

1. There are no quorum requirements for the monthly informal meetings.
2. All recommendations put forth by the Committee must reflect the majority opinion of those in attendance. Minority opinions may also be forwarded.
3. The Committee will incorporate all BOD recommendations for Charter changes, or provide rationale as to why they should not be incorporated.
4. The Committee shall be the point of contact for residents to report problems/ infractions.

Approved by the Port Warwick Conservancy on the 19th day of November, 2007.

Tom Chapman
President
Port Warwick Conservancy

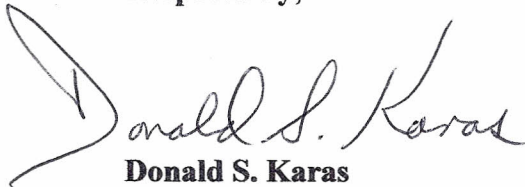
19 November, 2007

**The Port Warwick Conservancy, Inc.
C/O United Property Associates
739 Thimble Shoals Blvd. Suite 1003
Newport News, VA 23606
Tel (757) 873-1185**

SUBJECT: Request for Charter Approval

**Request that the Board of Directors of The Port Warwick Conservancy, Inc.,
approve the attached Landscape Committee Charter and record the charter
approval into the official minutes of the BOD meeting.**

Respectfully,

A handwritten signature in cursive script that reads "Donald S. Karas". The signature is written in black ink and is positioned to the left of the typed name.

**Donald S. Karas
Secretary,
Board of Directors
The Port Warwick Conservancy, Inc.**