

RUNAWAY BAY HOMEOWNERS ASSOCIATION
SAFETY AND SECURITY COMMITTEE CHARTER

Policy Resolution No. P04-07

WHEREAS, it is in the best interest of the property owners and the Runaway Bay Homeowners Association to have a committee to assist in the development of policies and standards to maximize the safety and security of Property Owner and Association Property, as well as the safety of residents of the community; and

WHEREAS, the Board of Directors has identified the need for such a committee; and

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Association does establish by this resolution a committee as a standing committee of the Association as the Safety and Security Committee.

ARTICLE I

DUTIES AND FUNCTIONS OF THE COMMITTEE

The purpose of the Safety and Security Committee is to maximize the safety and security of the residents of the community and to encourage community participation by all members in recommended security and safety measures.

The Committee shall:

1. Develop and publish recommendations for safety and security procedures for residents and make recommendations to the Board of Directors for the safety and security of the property of the Association.
2. Develop, maintain and present an annual operating budget to the Board of Directors as directed by the Board.
3. Establish and maintain a Neighborhood Watch Program.
4. Maintain a working relationship with local Public Safety Officials including the Fire Department, Police Departments, and Emergency Medical Service entities.
5. Organize, promote, and coordinate safety related events such as seminars provided by the Sheriff's Department, Fire Department, Emergency Medical Service or other related entities.
6. Obtain and distribute safety information provided by outside sources such as the

County Sheriff's Department.

7. Coordinate overlapping activities in advance with the Chair(s) of other affected Committee(s).
8. Perform other tasks from time to time as directed by the Board of Directors.
9. Prepare a roster showing names, addresses, and phone numbers of members, officers and committee persons of the Committee. The Committee shall endeavor to keep the roster current. A copy of the current roster shall be filed with the Property Owner Services Manager and/or Board of Directors and additional copies are to be available to the members of the Association.
10. Consist of at least three (3) members. Nominate and elect a chairperson, vice-chairperson, and secretary to serve a term not to exceed one (1) year. The names of the persons elected to such offices shall be presented to the Board of Directors for final confirmation.
11. Meet as often as necessary to complete its assigned responsibilities.
12. Prepare and present to the Board of Directors minutes of all committee meetings.
13. Prepare articles for the web site in accordance with the instructions of the Board of Directors.
14. The Safety and Security Committee chairperson or his/her alternate shall attend all committee meetings and Board meetings.
15. A Committee member shall be considered inactive when, without good cause, he/she fails to attend three (3) consecutive meetings or is not in good standing with the Association.
16. Develop an annual calendar of safety related event/functions.
17. The committee shall comply with the Board of Directors "Resolution on Committees."

ARTICLE II

DUTIES AND RESPONSIBILITIES OF COMMITTEE OFFICERS

1. Elections shall be held prior to the annual meeting of the members of the Association each year. All officers shall serve for a one (1) year term which shall expire at the close of the annual meeting of the members of the Association; or unless, the Board extends their term to allow for the appointment of their

successors.

2. Officers shall be as follows: chairperson, vice-chairperson and secretary.
3. The duties and responsibilities of the chairperson shall be as follows:
 - Designate the time and place of the meeting and call the meeting to order and conduct the meeting.
 - Act as the Community's point of contact with local Public Safety officials
 - Act as a liaison between the committee, the Board of Directors and the Property Owner Services Manager.
 - Shall be present at Board of Directors meetings at which a report of activities shall be presented.
 - Shall forward all recommendations and such to the Property Owner Services Manager and/or Board of Directors.
4. The duties and responsibilities of the vice-chairperson shall be as follows:
 - Shall assist the chairperson during the committee meetings
 - In the absence of the chairperson, shall designate the time and place of the meeting and call the meeting to order and conduct the meeting.
 - In the absence of the chairperson, shall act as a liaison between the committee, the Board of Directors and the Property Owner Services Manager.
 - Shall be present at Safety and Security committee meetings and in the absence of the chairperson, be present at the Board of Directors meetings at which a report of activities shall be presented.
 - In the absence of the chairperson, shall forward all recommendations and such to the Property Owner Services Manager and/or Board of Directors.
5. The duties and responsibilities of the secretary shall be as follows:
 - Shall record and keep minutes of all committee meetings.
 - Shall forward the minutes to the committee members, Property Owner Services Manager and/or Board of Directors.
 - In the absence of the chairpersons, shall designate the time and place of the meeting and call the meeting to order and conduct the meeting.
 - In the absence of the chairpersons, shall act as a liaison between the committee, the Board of Directors and the Property Owner Services Manager.
 - Shall be present at Safety and Security committee meetings and in the absence of the chairpersons, be present at the Board of Directors meetings at which a report of activities shall be presented.
 - In the absence of the chairpersons, shall forward all recommendations and such to the Property Owner Services Manager and/or Board of Directors.

Resolution No. P04-07, Safety and Security Committee

**RUNAWAY BAY HOMEOWNER'S ASSOCIATION
RESOLUTION ACTION RECORD**

Resolution Type: Policy Number: P04-07
Pertaining to: Safety and Security Committee

Duly adopted at a meeting of the Board of Directors of Runaway Bay Homeowner's Association, held August 21, 2004.

Motion by _____ Seconded by _____

OFFICER AND TITLE	VOTE RECORD			
	YES	NO	ABSTAIN	ABSENT
Roger Winters, President	___	___	___	___
Michael Lobue, Vice President/Treasurer	___	___	___	___
Karen Bragg, Secretary	___	___	___	___
William Wallace, Director	___	___	___	___
James A. Slagle, Director	___	___	___	___

This Resolution Effective, August 21, 2004.

ATTEST:

Roger Winters, President

DATE _____

Karen Bragg, Secretary

DATE _____

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Policy Resolution was posted to the Book of Resolutions and a copy of this Resolution and any associated documentation was mailed and/or hand-delivered to all members of the Runaway Bay Homeowner's Association at their address of record on this _____ day of _____, 200__.

Runaway Bay HOA Property Owner Services Manager