

# RESOLUTION OF THE BOARD - SAFETY COMMITTEE CHARTER

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## MCKINLEY VILLAGE COMMUNITY ASSOCIATION

Whereas, the McKinley Village Community Association (“Association”) Board of Directors (“Board”) may designate a committee and may establish the purposes and powers of such committee;

Whereas, the Board has determined that establishment of this committee would serve the best interest of the Association Membership;

Therefore, be it resolved that the Safety Committee (“Committee”) shall be established, and that it shall operate in accordance with the procedures set forth below:

### **CHARTER PURPOSE**

The purpose of this Charter is to outline the role, responsibilities, composition, and operating guidelines of the Committee, in accordance with the governing documents of the Association.

### **COMMITTEE MISSION**

The purpose and objective of this committee is to recommend policy, procedure, and information to the Board on any and all issues related to improving, establishing, and enforcing safety in McKinley Village. The Committee is not a law enforcement agency, and is not intended to serve as such. Emergencies shall not be the responsibility of the Committee, but should be resolved by the resident. The Committee is not affiliated with any neighborhood watch groups within the Association. The Committee is an advisory committee of the Board, and a facilitator of obtaining and sharing information.

### **ORGANIZATION**

1. The membership of the Committee is to be determined by the Board and may be composed of any number of Association members.
2. The Committee and all Committee members (including any Board director serving on the Committee) shall, at all times, serve solely at the pleasure of the Board. This means that the Board, in their sole discretion, may appoint members to the Committee, remove any member or director of the committee at any time, without cause, by a majority vote of the Board then in office. Committee members must review and agree to abide by the Charter by signing below.
3. The Board will elect a Chairperson and Vice Chairperson to oversee the committee. The position of Chairperson must be held by a homeowner and shall be re-instated annually by the Board of Directors.

### **CHAIRPERSON AND VICE CHAIRPERSON; SECRETARY**

1. The Chairperson and Vice Chairperson shall:
  - a. Be deemed points of contact for all contracted security companies;
  - b. Be advised by the Board and Management of any policy changes affecting McKinley Village with respect to any of the contracted security companies or any other changes that may impact safety;
  - c. Present committee reports, agenda items, and meeting minutes to the Board as required;
  - d. Provide communication of recommendations, issues/concerns, changes in conditions, and information: a) to Management prior to Board meetings that require Board of Directors action, and b) to Board at Board meetings.

2. The Committee shall appoint a Secretary for keeping a roster, assisting the Chair in preparing reports, and maintaining written records of Committee activities.

**DUTIES AND RESPONSIBILITIES**

1. The Committee shall evaluate safety related issues of McKinley Village;
2. Maintain liaison with the Sacramento Police Department on matters relevant to McKinley Village;
3. Maintain liaison with the contracted security companies;
4. Provide feedback and recommendations to the Board and Management regarding safety issues;
5. Review post-orders and protocols of the contracted security company and make recommendations to the Board.
6. Submit information for the Association's newsletters, as may be requested.

**CONFIDENTIALITY**

Committee members may be provided access to Association surveillance camera footage, security logs and data, alarm logs and data, and other contracted vendor information, as well as Membership data and information. This access is solely to assist the Committee in carrying out its duties. Any such information is considered confidential information and members of the committee agree that this information is not to be used for any personal use, or for any purpose outside of the duties of the Committee. In carrying out its duties, the Committee shall ensure sharing such information is done carefully, including in accordance with the Davis-Stirling Act or other laws. These obligations apply during and after the Committee member's term.

**MEETING & REPORTING**

1. The Committee shall meet as necessary (but not less than quarterly) and will provide written reports to the Board prior to the regularly scheduled Open Session Board meetings.

**CERTIFICATE OF ADOPTION**

The undersigned declares that they are the Secretary of the Board and that the foregoing Resolution of the Board was approved by at least a majority of the Directors at the regular meeting of the Board held on \_\_\_\_\_, 2023, at which a quorum of the Board was present and that this Resolution remains in full force and effect.

Dated: \_\_\_\_\_, 2023 \_\_\_\_\_

\_\_\_\_\_, Secretary

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I, the undersigned as an appointed member of the Safety Committee, agree to abide by this Charter, including its Confidentiality requirement.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_