

**CREEK AT CHESTER COMMUNITY ASSOCIATION**  
**COMMUNITY SAFETY & SECURITY EXPLORATORY COMMITTEE**

**COMMITTEE CHARTER**

WHEREAS, Article 5, Section 5.9 of the Bylaws states, “The Board by resolution may designate one or more special committees...,” and “[t]he members of such special committee or committees designated shall be appointed by the Board or the president,” and

WHEREAS, Article 5, Section 5.10 of the Bylaws states that “The Board shall have the power to [...] appoint and disband such committees as the Board deems appropriate,” and

WHEREAS, Article 7, Section 7.6 of the Bylaws states, “The president shall [have] the power to appoint committees from time to time as may, in the president’s discretion, be appropriate to assist in the conduct of the affairs of the Association.”

NOW THEREFORE, let it be resolved that a Community Safety & Security Exploratory Committee shall be established, and the following procedures for this Special Committee be adopted and implemented herewith:

**A. RESPONSIBILITIES**

This Committee shall serve at the discretion of and at the pleasure of the Board of Directors. This Committee shall have no authority to speak on behalf of the Board of Directors or to bind the association financially or contractually, unless otherwise explicitly authorized by the Board in writing.

The primary responsibility of the Safety & Security Exploratory Committee is to advise the Board of Directors on issues, concerns, and recommendations pertaining to matters related to the safety and security of the neighborhood related to neighborhood watch, crime and crime prevention, traffic safety, neighborhood lighting or any other issues that affect the general safety and welfare of the Creek at Chester residents. The Committee will focus its efforts on understanding the requirements and restrictions that are placed upon the Association by its Governing Documents, Spokane County, the state of Washington, or any other agencies and authorities as may be related. The Committee will review, evaluate, and comment on residents or Board concerns and requests as have been communicated to the Committee, offer the Board recommendations on such requests they have considered, and work with the Board on such matters. In accomplishing these goals, the Board of Directors shall assign the Committee with tasks that include, but are not limited to:

- Review and understand past incidents, as well as present and future security exposures specifically related to criminal activity to include, but not necessarily limited to, car prowling, theft, breaking and entering, criminal trespass, and assault and/or battery.
- Review and understand past incidents, as well as present and future exposures specifically related to vehicle trespass and traffic safety to include, but not necessarily limited to, vehicle trespass, non-resident traffic, commercial exposure, speeding risks, accident risks, and any other concern related to vehicle and pedestrian safety.
- Explore and identify all viable options, including the potential cost of any option, that may reduce or mitigate any present or future safety and security exposures, as well as identify any/all benefits and potential liabilities that may arise from the implementation or adoption of any such options.
- Estimate the costs of any recommendations or options the Association may have to reduce or mitigate the safety and security exposures identified by the Committee's research.
- Interact and communicate with residents and the Board to identify any concerns and to educate and promote available measures that may increase community safety and security.
- Conduct interviews with residents to assess their understanding of the safety and security risks and to gauge their desire for the Board to take measures to reduce or mitigate exposures and risks, or their willingness to vote for any such measure.
- Work, communicate, and interact with the Board to address identified security or safety issues of the Creek at Chester community, its common areas, or its private streets.
- Recommend policies and procedures or any other mitigating actions that will increase the safety and security of the Association.

## B. ELIGIBILITY

Committee candidates and members shall be property owners in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, architectural or covenants violation, or pending legal action with the Creek at Chester Homeowners Association.

No person shall be eligible for appointment as a Committee member unless such person is an Owner, and Owner's legal tenant, an Owner's spouse, an officer, trustee, general partner, or a Mortgagee in possession.

A member from another Committee cannot concurrently serve on this Committee. There shall not be more than one member of a household serving on the same Committee at the same time.

#### C. APPOINTMENT AND TERMS

This Committee shall be comprised of 2-5 members, as determined by the Board of Directors. Recruitment of candidates may be done in person, through the internet, posting on the community website, announcement at an Annual or Special Meeting, or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying backgrounds and viewpoints are represented on its Committees.

Interested homeowners may submit a written or verbal request to the Board or the president for appointment. Committee members in good standing are eligible for reappointment should an extended duration become necessary, or the Committee be rechartered to operate in perpetuity.

The Board of Directors may make additional appointments if vacancies occur or if responsibilities require additional appointments.

As this Special Committee is chartered for a single purpose in time, it is not established in perpetuity and Committee member terms are not required to be spelled out. However, should the Board decide to continue the Committee beyond its initial purpose, Committee terms will be defined by amendment or establishment of a new charter.

#### D. REMOVAL

The Board of Directors may remove any Committee member, including the chairperson, at any time for any reason it deems to be in the best interest of the Association.

The Committee or its Chairperson may make recommendations to the Board of Directors regarding the removal of Committee members.

A Committee member may be removed, upon written notice from the Board, for failure to attend two consecutive Committee meetings without notice or explanation.

#### E. APPOINTMENT OF OFFICERS

The Board shall appoint the Chairperson of the Committee. Other members of the Committee may be recommended by the Chairperson or other Committee members but will only serve by appointment by the Board. The Chairperson shall be responsible for ensuring proper documentation is made of all findings, facts, surveys, and recommendations. Minutes or meeting notes shall include the date, time, and place of

each meeting. Once the responsibilities and objectives of the Committee is complete, it will schedule a time to meet with the Board to present its final findings of fact, which must also be in writing. It is anticipated that the Committee will be able to complete its responsibilities in approximately 30 calendar days.

#### F. MEETINGS

Meetings held by the Committee shall be held wherever and as frequently as is necessary for the convenience of the Committee to complete its assigned tasks within the allotted time given. Should the Committee be repurposed to operate in perpetuity, the rules regarding Committee meetings and meeting notices shall be established by amendment or establishment of a new charter.

#### G. COMMUNICATIONS

In the interest of ensuring strong communications between the Board of Directors and the Committee, it is expected that the Committee Chairperson, or his or her designee, will regularly provide updates on the Committee's progress to the president and, if needed, attend any Board meeting to answer any questions the Board may have regarding the Committee's progress.

The Chairperson, or his or her designee, is expected to maintain regular communication with the Board president or designated liaison.

#### H. SUB-COMMITTEES

The Committee is not authorized to designate any sub-Committees.