

# Heritage Hills Homeowners Association

## COMMUNITY SAFETY & SECURITY COMMITTEE

### COMMITTEE CHARTER

WHEREAS, Article 2 of the Bylaws states that “The Executive Board shall have, subject to the limitations contained in the Declaration and the Act, the powers and duties necessary for the administration of the affairs of the Association and of the Common Interest Community” and,

WHEREAS, Article 2, Section 2.2 of the Bylaws states that this includes, “By resolution, establishing committees and appointing and removing members of the committees ... to perform any of the above functions under specifically delegated administrative standards as designated in the resolution establishing the committee.”

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

#### A. RESPONSIBILITIES

This Committee shall serve at the direction 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 authorized by the Board.

The primary responsibility of the Safety & Security Committee (SSC) is to advise the Board of Directors on issues, concerns, and recommendations pertaining to matters related to the safety and security of the Heritage Hills community. The Committee will focus its efforts on understanding the requirements and restrictions that are placed upon the Association by its Governing Documents and the Colorado Common Interest Ownership Act (CCIOA) as amended. The Committee will review, evaluate and comment on residents' concerns and requests as communicated to the Committee, offer the Board recommendations on such requests that they have considered, and work with the appropriate parties on such matters. In accomplishing these goals, the Board of Directors shall assign the Committee with tasks from time to time that may include, but are not limited to:

- 1) Review resident concerns related to community safety and security and communicate them to the Board of Directors.
- 2) Formulate plans to address safety and security issues and present those plans to the Board of Directors.
- 3) Organize informational programs such as CPR/AED courses, bicycle safety briefings, car seat installation demonstrations, etc., to promote general safety and security within the community.
- 4) Build relationship with City of Lone Tree Police and Douglas County Sheriff's office to identify to better communicate avenues and tools.
- 5) Work, communicate and interact with appropriate parties to address identified security or safety issues on Heritage Hills Common Areas or streets. The Board of Directors shall identify the appropriate parties for the Committee or Board to work with.
- 6) Work with local law enforcement, fire protection, emergency medical services, disaster management and other local, state and federal agencies to develop recommendations to make to the Board of Directors on strategies and systems to better protect the community.
- 7) When requested and authorized by the HOA Board, speak before the Heritage Hills Metro District, City of Lone Tree, Douglas County officials or Colorado State officials in regards to community safety & security related issues, concerns, and requests;

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#### B. ELIGIBILITY

Committee candidates and members shall be property owners in good standing. Good standing shall be defined as the absence of any liens, design or covenants violation over 60 days old, or pending legal action with the Heritage Hills Homeowners Association.

No person shall be eligible for appointment as a Committee member unless such person is an Owner, an Owner's tenant or an Owner's spouse or an Owner's adult offspring living in the residence..

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

All Committee members agree to act with the best interest of the homeowners and Association in mind.

#### C. APPOINTMENT AND TERMS

This Committee shall be comprised of 5-7 members, as determined by the Board of Directors. Available Committee seats will be advertised at least fifteen days prior to appointment. Recruitment of candidates may be done through the community newsletter, eblast, announcement at the Annual Meeting or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying locations within the association are represented on its Committees.

Interested homeowners must submit a written request for appointment to the Committee. Committee members in good standing are eligible for reappointment.

The Board of Directors will announce Committee appointments each year at the Annual Meeting for terms beginning in January of the following year. The Board of Directors may make additional appointments throughout the year if vacancies occur.

Committee terms will be staggered so that approximately one half of the Committee positions will become available each year. In order to appropriately stagger Committee terms, the Board shall initially appoint three members for a one-year term and four members for a two-year term. Thereafter, Committee members will be appointed for two-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the Committee member they are replacing.

#### D. REMOVAL

The Board of Directors may remove any Committee member, including the chairperson, at any time without cause. The Committee may make recommendations to the Board of Directors regarding the removal of Committee members.

The Committee chairperson may ask the Board of Directors to remove any Committee member who fails to attend three consecutive Committee meetings or more than ½ of the scheduled meetings of any given calendar year without notice or explanation.

#### E. ELECTION OF OFFICERS

The Board shall appoint the Chairperson of the Committee. The members of the Committee may make recommendations to the Board of Directors for the appointment of a Chairperson. Other officers of the Committee may be elected by the Committee membership. At a minimum, the Committee shall elect a Secretary who shall be responsible for recording accurate minutes of the

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Committee's meetings and submitting them to the HOA Board President, in a timely manner, for inclusion in the Board meeting package. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of Committee member attendance and all votes of the Committee.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee.

#### F. MEETINGS

Committee meetings shall be held in the Heritage Hills Clubhouse or other recognized meeting place of the association. All Committee meetings shall be open to the public. Notice of the meetings and agenda for the meeting shall be made available to the members in accordance with Colorado Common Interest Ownership Act.

In order for the membership to be reasonably informed of Committee meetings, the Committee Chairperson shall ensure that all regular meeting dates of the Committee are listed in the newsletter, posted in the community clubhouse and through any other means of posting that the Board deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee Chairperson shall notify the Eblast publisher at the earliest possible time so that the membership can be reasonably notified. The Committee Chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chairperson upon five business days posted notice stating the reason for the meeting.

The Committee Chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the total number of the Committee members shall constitute a quorum. For example, if the total number of Committee members is three (3), then a quorum of the members shall be two (2). A majority vote of Committee members while a quorum is present shall constitute a decision of the Committee. All voting shall be conducted in open session. However, the Committee may convene into Executive Session as permitted by the Colorado Common Interest Ownership Act as amended.

#### 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 attend each regularly scheduled business meeting of the Board of Directors. The Committee representative will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee assignments.

The Committee is expected to maintain regular communication with the Board Liaison designated by the Board of Directors, if any, and with the Community Manager.

It is expected that the Committee will provide accurate and timely information about its activities for publication in the newsletter and other communication vehicles of the Association. It is the responsibility of the Committee to ensure that this information is updated on a regular basis.

#### H. SUB-COMMITTEES

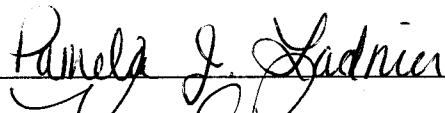

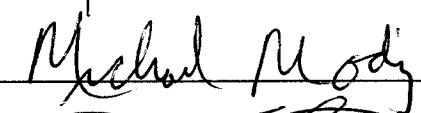
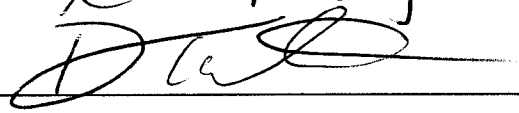
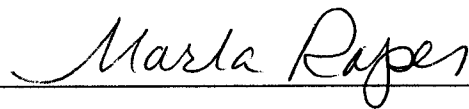
The Committee may designate volunteer sub-Committees to work on specific projects on behalf of, and at the direction of, the Committee. Sub-Committee volunteers are not voting members of the Committee unless they have been appointed as such in accordance with Paragraphs B & C of this resolution.

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Be it resolved, that the Heritage Hills Association approves the Community Safety & Security Committee Charter, effective, May 16, 2017.

Date Approved: May 16, 2017

Executive Board of Directors  
Heritage Hills Homeowners Association

  
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