

TANYARD SPRINGS HOA

ADMINISTRATIVE RESOLUTION AMENDMENT Amendment No# 2013-5A

Relating to Neighborhood Watch Committee Charter

WHEREAS, Article 10 of the Tanyard Springs Homeowners Association Bylaws states that, "The Board of Directors may appoint a Design Review Committee, Covenants Committee and Neighborhood Watch Committees in accordance with the Declaration and a Nominating Committee in accordance with these Bylaws. In addition, the Board of Directors may appoint such other committees as the Board deems appropriate in carrying out its purpose", and

WHEREAS, the Board of Directors deems it desirable to establish a committee of homeowners to advise the Board of Directors, in a reasonable and productive manner, regarding the development and implementation of a Neighborhood Watch program; and

WHEREAS, it is understood that the Neighborhood Watch program committee shall serve exclusively as an advisory committee and, in that capacity, shall not assume any security or enforcement function which is recognized to be solely the responsibility of law enforcement;

NOW THEREFORE, be it resolved that the Board of Directors ("Board") of Tanyard Springs Homeowners Association ("HOA") shall establish a Neighborhood Watch Committee ("Committee"), and that the following procedures for this Committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Neighborhood Watch Committee is to advise the Board of Directors, in a reasonable and productive manner, on issues related to the development and implementation of a neighborhood crime prevention and deterrent program. In accomplishing this goal, the Board of Directors shall assign the Neighborhood Watch Committee with tasks from time to time, which may include but not be limited to:

- Providing the Board with recommendation for crime prevention and deterrence programs which serve the interests of the membership
- Developing policies and recommendations for the funding of programs, if necessary, from Association assessment fees and user's fees;
- Coordinating the promotion of and dissemination of information regarding crime prevention;
- Providing recommendations to the Board of expenses in the Committee's area of jurisdiction to be considered for inclusion in the Association's annual operating budget.
- Coordinating with the Community Manager regarding policies and procedures for the scheduling of programs and activities.

B. ELIGIBILITY

Committee candidates and members shall be unit owners who are in good standing or renters and residents whose owners are in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency or pending legal action with the HOA.

C. APPOINTMENT AND TERMS

The Board of Directors shall appoint and have final decision in the appointment of all Neighborhood Watch Committee members.

At the first Board meeting of the year, the Board of Directors shall appoint Neighborhood Watch Committee members to serve one year terms or until appointments are made at the following year's Annual Meeting of the Homeowners or at a Special Meeting called for that purpose only. The Board of Directors may make additional appointments from time to time.

The Board of Directors shall invite interested candidates to express their desire to serve on the Neighborhood Watch Committee. Recruitment of candidates may be done through the newsletter, word of mouth, announcement at the annual meeting, or by any other means deemed appropriate by the Board of Directors. Committee members in good standing are eligible for reappointment.

Interested candidates must submit a written request for appointment to the Board of Directors through the Management office, including any personal or professional information (e.g. related experience or training, service on other committees, etc.), which may assist the Board of Directors in the appointment process.

If vacancies occur during the year, the Committee Chairperson is required to notify his/her Board Liaison and Management Office as soon as possible. In such cases, the Committee Chairperson may look within his/her Committee for a suitable replacement for that position, pending a vote by all eligible voting Committee members.

If a non-Committee Community resident, who meets eligibility requirements, expresses interest in serving on the Neighborhood Watch Committee, the point of contact will be the Management office. The Management office will subsequently notify and set appointments up for the Committee Chairperson and Board of Directors to interview candidate(s). Only after consultation by both the Committee Chairperson and Board of Directors will a candidate application for appointment be accepted or denied. The Board of Directors will have the final decision in all Committee appointments.

Official notification will be issued through the Management office of their acceptance or denial into a Committee. If the denial is for a voting position and the applicant meets eligibility requirements, barring no other issues, the official notification letter will offer the candidate an opportunity to serve as a 'non-voting' member.

The Board of Directors may remove any Neighborhood Watch Committee member at any time, with or without cause. The Board of Directors may disband the committees as a whole at any time in its discretion.

D. ELECTION OF OFFICERS

The Chairperson of the Neighborhood Watch Committee shall be elected by the Members of the Committee, Other officers of the Committee may be elected by the Committee membership. At a minimum, unless elected by the Board of Directors. Other officers of the Committee may be elected by Committee members. At a minimum, the Committee shall elect a Secretary who will be responsible for recording accurate minutes of Committee meetings and submitting them to the Management office and Board Director Liaison in a timely manner.

Below is a description of positions available within the Committee:

Chairperson - Facilitates meetings, offers direction, produces agenda, innovates and encourages members, reviews minutes, submits minutes and recommendations to the Management office for inclusion in the Board of Directors packages. upon receipt of the recommendation(s), the Management office will create a motion to attach to the Committee recommendation, for the Board of Directors review and decision. The deadline for submission of Committee minutes and recommendations will be no later than, the Friday, prior to Tuesday's distribution of the draft agenda to the Board of Directors and

Community. This provides the Management office time to read and communicate with the Committee for clarity of recommendation(s), if necessary, and compose the motion.

Co-chairperson -Acts as a substitute for meetings, when the Chairperson is unavailable.

Secretary - Is responsible for taking Committee minutes, reviewing and adjusting minutes with the Committee, prior to submission for Board of Director package inclusion. Many share the responsibilities with the Chairperson or Co-chairperson, for giving oral reports at Board of Directors meetings, Committee records keeping of events for future reference, attendance numbers, etc.

Treasurer - Does not generally handle money, a treasurer's role in each Committee is to assist the Chairperson or Co-chairperson in determining the amounts the Committee needs for budgetary purposes. The treasurer would help track the monies needed (at budget time and actual expenditures throughout the fiscal year), budget proposal and presentation to the Management office for inclusion in the draft budget, feasibility of suggested Committee events, etc. The treasury reports can be used to determine event success, possible improvements and monies allocated for the next budget year. This is known as the 'historical trend' budgeting method.

Standing Member - Non-positioned Committee member who can bring their experiences to the table, assist as needed, and donate their talents to Committee events. There are only three (3) standing member positions. These non-positioned Committee members retain Committee member voting rights.

Non-voting Members - Once the Committee has filled all positions outlined, other members can serve on the Committee, gain experience, learn expectations and position themselves for nomination once a position becomes available within the Committee. These are non-positioned, no-voting members. There are only three (3) non-voting member positions.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee. In the interest of ensuring strong communications between the Board of Directors and the Neighborhood Watch 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 or, in lieu thereof, to submit a written report to the Board and the Board Director Liaison, in advance of the Board of Directors meeting. The Committee Chairperson will present Committee recommendations, update the Board of Directors on the status of pending Committee tasks, request assistance from the Board Director Liaison or Management office, as needed, and answer any questions that Board may have regarding Committee assignments. Any Committee recommendations which require formal Board of Directors action should be submitted to the Management office in advance of the Board meeting for inclusion in the meeting agenda.

E. MEETINGS

Committee meetings shall be held once a month or as needed in the Tanyard Springs Homeowners Association Clubhouse. All Committee meetings shall be open to members of the Committee and the Community. A Board of Directors member need not be present at every Committee meeting for oversight. In order for the members of the Committee to be reasonably informed of Committee meetings, the Committee Chairperson shall ensure that all meetings of the Committee are listed in the newsletter and through any other means of posting that the Committee deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee Chairperson shall notify the Management office at the earliest possible time so that the Community and Committee members can be reasonably notified. The Committee Chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. The Committee Chairperson should designate a limited time period on each meeting agenda for resident input.

More than half of voting members of the Neighborhood Watch Committee must be present to conduct formal voting procedures. In the event of a voting tie, the Board Liaison will cast the deciding vote.

All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.