

River's Edge Condominium Association No. 1
Charter for Safety and Communications Committee

Approved: August 18, 2022

This charter defines the purpose, authority, responsibilities, and membership for the River's Edge Condominium Association No. 1 ("Association") Safety and Communications Committee. The charter also conveys the commitment and implied support by members of the Association and its Board of Directors and may be reviewed and revised as deemed necessary by the current members of the Board.

I. Purpose:

The SCC shall assist the Board in fulfilling its responsibilities related to issues of safety and communications consistent with the Board's goals and objectives. The Safety and Communications Committee shall perform duties and make recommendations to the Board as noted in Section IV, Roles & Responsibilities.

II. Scope of Authority

Ultimate authority for this committee lies with the Association's current Board of Directors. The committee has no expressed or implied power or authority and cannot make expenditures or decisions without the approval of the Board.

The committee will be active for one year from the date of this charter, approved for renewal on an annual basis by the Board when services are deemed necessary and valuable to the Association.

III. Membership

The Board will appoint a current member of the Board of Directors as committee chair and one other co-chair. The committee shall strive to have a minimum of 5 regular members with one representative from each of the Association's five buildings, and a maximum of 10 members.

Committee members commit to serving for one year and meeting at least six times per year. Homeowners interested but unavailable for committee meetings may ask the Committee to add their email to a listservⁱ to keep informed about the committee work and weigh in on committee issues about which they are particularly concerned.

Members must be current and continuing owners in good standing, i.e., assessments current, no outstanding assessments or fines or non-compliance with current Rules and Regulations and maintain respectful interactions in the Association. Committee members must agree to abide by the Board's Code of Conduct for Committee Members and keep personal contact information of other members private and confidential. Committee work is closed to the public.

The Board may fill vacancies or remove a member from the committee at any time.

IV. Roles & Responsibilities

- Identify security issues at River's Edge Condominiums
- Identify safety hazards related to:
 - severe weather that may cause power outages affecting access to the building
 - emergency lighting for hallways and the garage
 - use of the elevators, landlines, and internet service during storms and/or other emergencies
 - potential damage to roofs and windows; and
 - carbon monoxide, gas leaks, and fires
- Draft an emergency preparedness plan for review and acceptance of the current Board of Directors
- Create a network of building representatives to help residents in emergencies; and
- Provide an activity report/summary at each open Board meeting during the Committee Reports

V. Meetings

A majority of the committee members shall constitute a quorum. The committee chair will keep a copy of the committee meeting minutes and forward a copy to the Board Secretary. The chair may invite any director, officer, staff member, expert or other advisor who is not a member of the committee to attend, but these individuals have no voting power. The committee will meet a minimum of six times per year to fulfill its responsibilities.

ⁱ an application that distributes messages to subscribers on an electronic mailing list.