



## SECURITY/FIREWISE COMMITTEE CHARTER

### PREAMBLE

The By-Laws of the Bull Point Plantation Property Owners Association (BBPOA) provides the Board of Directors (BOD) with the authority to appoint committees “as it deems appropriate” in carrying out its purpose. Pursuant to such authority the BOD has appointed the Security/FireWise Committee to provide it with advice and council to carry out the BOD’s purpose, as delineated in this Charter, and as may be revised from time to time by decisions, approved by a vote of a majority of the members of the BOD.

The BOD has authorized the elected Chairperson of this Committee to inform the BOD of the status of ongoing endeavors undertaken by the Committee, and, in turn, to provide the Committee with guidance and direction as to the policies, decisions, and priorities of the BOD to ensure that the ongoing work of the Committee is consistent with its Charter and the BOD’s purpose.

### PURPOSE/RESPONSIBILITIES

The Committee identifies safety hazards, fire prevention needs, and security issues, and develops programs to promote safety, fire prevention, and security for the community. The Committee seeks to address physical security, access systems, cameras, guard procedures and training, lighting, fire hazards, and all other security related matters. The Committee performs a vulnerability assessment of the community, works with safety security vendors, establishes best practices, and develops alternative sources of action.

The Committee is responsible for the following:

- Evaluate safety, security and fire risk issues of the community, common areas, and buildings.
- Recommend policies and procedures to the BOD regarding safety, fire prevention, and security.
- Determine fire prevention actions needed within the community based on the South Carolina Forestry Commission and Natural Resource Plan Reports.
- Collaborate with local/county law-enforcement and fire officials to create educational programs for the community on safety, security, and fire prevention.
- Collaborate with other Committees including Sustainability, Wildlife, and Architectural Review Board to determine best practices for maintaining the natural environment and wildlife of Bull Point while implementing prevention programs.
- Provide a committee report to the BOD at monthly BOD meetings when requested.
- Provide a report to the BOD at least annually to include actions since the preceding report, immediate and future issues, and potential solutions, priorities, and possible financial implications.

### REQUIREMENTS FOR MEMBERSHIP/REMOVAL

- The Committee shall consist of no less than three (3) members.
- The Committee shall elect a Chairperson and may rotate the Chair amongst its members at the discretion of the Committee.
- Committee members serve at the pleasure of the BOD.

- Committee members with an interest, background or experience in Security and Fire Prevention is highly desirable.
- Absence by any Committee member for three (3) or more consecutive meetings without excuse will be reported to the BOD.

### **MEETING FREQUENCY**

- The Committee shall meet at least monthly.
- The BOD may also request special meetings of the Committee.

### **COMMUNICATION & REPORTING**

- The Chairperson must submit an agenda to members at least three (3) days prior to a scheduled meeting to ensure that all members can review and prepare for the meeting.
- Minutes must be recorded and submitted to the BOD within ten (10) days following each meeting. Minutes shall include the date, time, place, member attendance, and all votes of the meeting.
- The Committee will notify ASM and the BOD if an issue arises from Committee interaction with a property owner.
- The Chairperson may be required to report to the BOD or to a meeting of the owners.

### **AUTHORITY**

- The Committee shall not direct vendors or contractors, unless and only to the extent specifically authorized by the BOD. Such authority may then be exercised by the Committee or by any member of the Committee designated by the Chairperson to act on the Committee's behalf.
- Notwithstanding the foregoing paragraph, each committee member shall have the authority to cause a vendor or contractor to stop work if there is a concern over safety or a strong potential for an unplanned outcome. Any such action shall immediately be communicated to the BOD and ASM.
- Only the BOD may enter into, modify, or terminate a contract.