

# Regency Communities Community Watch Committee Charter

**I. Purpose** The primary function of the Community Watch Committee is to: Develop and encourage an active group of community volunteers to focus on making the neighborhood more aware of crime or dangerous activities and how best to prevent and report issues or concerns.

**II. Organization** The Committee shall be comprised of 1 Chairperson and 1 Coordinator for each neighborhood. Multiple block captains will be selected by each Neighborhood Coordinator. Each Chairman and Neighborhood Coordinator must be residents of a Regency Community and be approved by the Board.

**III. Term of Office** Committee Members shall serve for one year subject to renewal by mutual agreement of the member and the Board. Each term begins on the date of the association's annual meeting.

**IV. Meetings** The Committee shall meet on a quarterly basis at minimum, or more frequently as circumstances require.

**V. Responsibilities and Duties** To fulfill its responsibilities and duties, the Committee shall adhere to the following:

The Board liaison's duties shall be to:

- Appoint chairmen who will communicate with the Board liaison to apprise him or her of all committee meetings, suggestions, feedback, questions, or requests.
- Provide instruction to committee members to ensure they are not unknowingly working on a project without proper HOA authorization.
- Approve proposed expenditures, ensuring they are appropriate and are in keeping with the budget.

The chairperson's and/ or Coordinator's duties shall be to:

- Host meetings, speakers, and educational seminars that educate and empower the residents against criminal activity, not as vigilantes, but as reporters who keep the police and neighbors apprised of suspicious activities.
- Liaise with public safety officers, including Police Officers, Fire Department contacts, and other officials as warranted.
- Ensure committee activities, actions, recommendations, and expenditures have the best interests of all residents in mind.
- To provide the Board with a written report of recent and upcoming committee events, discussions, activities, etc. one week before each Board meeting.
- Provide updates, photos, and pertinent documents and information for display on the association website.

The chairperson and the committee member shall **NOT** have the right to:

- Follow, apprehend, accost, confront, or threaten suspicious individuals. Nor shall members carry weapons.
- Disburse correspondence or fliers
  - Fliers placed in the mailboxes are illegal. Other placements cause litter, tape or glue damage, and bring complaints from residents.
  - Committee correspondence is properly brought to the Board liaison or the management for approval by the full Board and disbursement by the management company to ensure all homeowners are included and that communication is confirmed as legitimate when received by the homeowner.
- Enter into contracts which bind the association.
- Be reimbursed for any committee expenditures that:
  - were not first approved by the Board of Directors.
  - do not conform to this Committee Charter.
  - do not conform to the association budget.
  - were not submitted using the approved Committee Expenditure Reimbursement Form.
  - did not include appropriate back up information (i.e. receipts, invoices, etc.).