

LAKE COLUMBIA PROPERTY OWNERS ASSOCIATION (LCPOA)

CHARTER

Security Committee

MISSION:

The Security Committee shall make recommendations to the Board of Directors in fulfilling its oversight responsibilities for security long-term and annual planning, setting standards for lake, park, and annual budget, for the Lake Columbia Property Owners Association (LCPOA). Work of the Committee shall be data driven and consistent with the LCPOA Deeded Restrictions and Bylaws.

AUTHORITY:

The Board of Directors has established by resolution a Security Committee with oversight responsibilities as directed by the Charter or as additionally by the Board. The Charter is to be reviewed annually, and revised as necessary by the Committee, and presented to the Board, in response to the LCPOA needs.

REPORTING AND COMMUNICATIONS:

The Security Committee Chairperson shall report the Committee's activities to the Board each quarter and as needed as circumstances require. The Committee shall have prompt and unrestricted access to management and all relevant information and data.

COMPOSITION AND TERMS OF APPOINTMENT:

The Security Committee shall consist of a Board Member, designated as Chairperson, a second Board Member, designated as Board Liaison, the LCPOA General Manager, designated as Office Staff Advisor, and three Committee Members in "Good Standing" (as defined in the LCPOA Bylaws) approved by majority of a quorum of the Board. Committee Members may not participate in any more than two (2) Committees at a time. The appointed terms for the Committee Members will be for three-years, to coincide with the elections at the Annual Meeting in May and staggered in the beginning so at least two Members carry over to the next election when a vacancy occurs to maintain continuity and fresh perspective. Quorum will require the attendance of three members (with call in and/or virtual being acceptable as present per LCPOA Bylaws). All Committee Members must sign the LCPOA Board and Committee Code of Conduct Policy.

MEETINGS:

The Security Committee shall meet at least once each quarter and additionally as circumstances require. The Chairperson will manage the meeting using the agenda and summary templates provided.

RESPONSIBILITIES:

The Security Committee shall be responsible for reviewing and recommending matters to the full Board. These matters shall include:

1. Reviewing and recommending LCPOA security planning, including policies and procedures, reviewing, and recommending the security annual workplan, operating budget, and capital budget.
2. Monitoring all LCPOA security for compliance with existing policy and procedures including providing data to support decisions.
3. Providing basic security support not required to be contracted.
4. Overseeing any contracted work or other security-related issues.
5. Coordinating with LCPOA Office Staff on all communications regarding Security.
6. Investigating and recommending proactive measures, if necessary, regarding emerging problematic security issues that may come to the Committee's attention.
7. Ensuring that the Board receives accurate and complete security-related information.
8. Performing any other oversight function as requested by the LCPOA Board.
9. Consensus of the Committee making recommendations to the LCPOA Board.
10. All Committees receiving a copy of the LCPOA Deeded Restrictions and Bylaws for reference.