

## **ACCESS CONTROL COMMITTEE CHARTER**

SEAGROVE PROPERTY OWNERS ASSOCIATION, INC.

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### **Mission Statement and Authority**

The Committee monitors access, safety and security issues (including common lighting) within the community. It is an advisory committee to the Board formed pursuant to Section 617.0825 of the Florida Not For Profit Corporation Act and has no legal authority to act for the Association.

### **Membership**

1. The Chair of the Committee will be appointed by the Board. The Board, with recommendations from the Committee Chair, will appoint other members of the Committee (who may or may not be members of the Board but who, in any case, must be members in good standing of the Association – that is, they must be named on the deed to the property or be a named trustee if the property is held in trust, and not be 90 days or more delinquent in paying any fee, fine, or other monetary obligation to the Association), each to serve a one (1) year term. Appointment to the Committee requires a majority vote of the directors.
2. The Board may fill vacancies on the Committee, not to exceed 5 members, by a majority vote and may remove a member from the Committee at any time, with or without cause.

### **Operations**

1. The Committee will meet with such frequency as it may determine. The Chair will preside over Committee meetings. A majority of Committee members will constitute a quorum. Committee recommendations to be submitted to the Board will require a vote of a majority of the Committee members present at a meeting at which a quorum is present, participating in person or via telephone or teleconference.
2. The Committee will report its activities to the Board at least quarterly.
3. The President of the Board may attend all Committee meetings.
4. The Committee may invite any non-Committee member of the Association to attend meetings or meet with Committee members.

### **Responsibilities:**

1. The Committee's responsibilities include matters involving the guardhouse and gate, guards and training, and exterior lighting within the community, and the Committee will liaise with local law enforcement in the event of security incidents, investigations, or concerns, and make recommendations to the Board from time to time on any such matters or on needed security improvements.
2. The Committee will be a resource for Hurricane and other Natural Disasters, coordinating with the guard force, emergency services, management company and the Board of Directors,

providing pre/post event inspections, and generally keeping the Board informed of all relevant information.

3. The Committee will work with the Association's property management company and, where appropriate, the Chief Guard to communicate with homeowners and/or their tenants on matters related to access, safety, and security risks and incidents.
4. The Committee will work with the Treasurer and Finance Committee to provide the best information available for budget planning purposes at least annually.

**Procedures** [More on this will come in the form of an amended Charter after we decide what direction we are going regarding Securitas. Some work has been done regarding policies and procedures already.]

[Include any relevant description of interactions with the property management company, including maintenance of a portal for submitting and responding to various access and security issues.]

- The Committee will review this charter at least annually and recommend any proposed changes to the Board for review. The Board may amend this charter at any time by majority vote.
- No Committee member is empowered to indicate or grant to any Seagrove resident a waiver from any provision of the Association's governing documents. Any such request or inquiry should be forwarded to the Board member on call or to the full Board, as appropriate.
- The Committee shall not send out surveys or otherwise directly communicate to all residents without first receiving the Board's approval for such communication.
- At any time that the Chair of the Committee changes, whether due to resignation, expiration of board term or any other reason, the Committee will assemble and provide to the Board a "Transition Report". The Transition Report shall contain a list of open items under consideration by the Committee, the current state of any active projects, and any documentation or other matters related to the operations and responsibilities of the Committee as to which a new Chair should be informed, all for the goal of a smooth transition in responsibilities.
- If at any time the provisions of this Charter conflict with the Association's governing documents or Florida law, such documents or law shall govern.