

Greenbriar Oceanaire Community Association

Security Committee Charter

RETIRED

This committee shall be appointed and serve at the request of the Board on an ad-hoc basis.

MISSION STATEMENT: The committee shall assist the GOCA Board of Directors (Board) in assuring the Security and Safety of the Community.

COMMITTEE: The committee shall consist of no more than seven (7) members appointed by the Board of Directors. Members will serve for a staggered two (2) year term. If committee members wish to remain on the committee after their term expires, they may reapply. The Board, in its sole discretion, shall appoint new members to fill open and expired terms. There shall be a Chair, Vice-chair, and Secretary. The Chair shall preside over each meeting. The Vice-chair shall be the spokesperson if the Chair is unavailable. There must be a quorum for voting. No more than five (5) unexcused absences will be permitted by any committee member.

DUTIES: The Security Committee shall:

- Inspect and report to the Board on the physical security standards and conditions of the Community.
- Advise the Board of all areas that require new security standards and procedures; new equipment and materials; and procedures in place that require change.
- Advise the Board of the quality of work being done by current the Security Contractor.
- Review specifications of new contracts, existing contracts and contract modifications for revisions that may be required; coordinate with the Finance Committee to determine financial impacts prior to being forwarded to the Community Manager for action. In coordination with the Finance Committee review bids received and prioritize them prior to forwarding to the Board for award action. NOTE: When prioritizing, Committee performance evaluations do not have to agree with financial evaluations; however, both must be reflected.
- Recommend equipment and system upgrades to enhance security.
- The secretary shall record the minutes at each meeting and provide copies to the Community Manager's Office for distribution.
- Provide oral reports of activities to the Board at monthly and quarterly Board meetings; provide written reports of activities to the Community Manager five (5) weekdays prior to the stated meetings.

Adopted February 8, 2007 Retired January 6, 2014