

AUTUMN OAKS COMMUNITY ASSOCIATION, INC.
Neighborhood Watch Committee Charter

WHEREAS Article 7 of the Bylaws of the Autumn Oaks Community Association, Inc., ("Association") authorizes the Board of Directors to create committees of two or more persons, as the Board may deem appropriate, to aid in the administration of the affairs of the Association;

WHEREAS, committees created by the Board of Directors are authorized to perform such tasks and to serve for such periods as may be designated by a resolution duly adopted by the Board of Directors. Each committee shall operate in accordance with the terms of the resolution of the Board of Directors designating the committee or with the rules adopted by the Board of Directors.

WHEREAS, the Board of Directors desires to create a standing committee of homeowners to inspect, monitor and oversee the communications of the Association.

NOW, THEREFORE, BE IT RESOLVED THAT the following Neighborhood Watch Committee Charter be adopted

I. COMMITTEE PURPOSE AND RESPONSIBILITIES

The primary responsibility of the Neighborhood Watch Committee is to promote and maintain an effective Neighborhood Watch Program. The Neighborhood Watch Program allows residents of the Autumn Oaks Community to become involved in the safety and security of the community as a whole. The goal of the program is to train community members to observe and report suspicious criminal activities in the neighborhood. The Committee's purpose, scope, and activities are limited to the roles outlined in the Loudoun County Sheriff's Office (LCSO) Neighborhood Watch Guide. All law enforcement actions remain the responsibility of the LCSO; at no time shall any member of the Neighborhood Watch attempt to intervene or investigate a potential crime.

LCSO promotes the use of a "Passive Observation Model" by Neighborhood Watch Programs in their area of responsibility. The Neighborhood Watch committee is responsible for educating the community on the following LCSO guidance for community Neighborhood Watch Programs:

- No formal foot and/or vehicle patrols; absolutely no intervention and/or investigative activities regarding potential criminal activity
- Maintain awareness of neighborhood activities through passive observation in conjunction with daily activities (e.g. walking, lawn maintenance, biking, commuting, etc.)
- Take alternative routes through your neighborhood to gather a baseline awareness of routines, surroundings, and typical activities and/or vehicles in the area
- Call 911 to report any emergencies; call LCSO non-emergency line for any other suspicious activity

Additionally, all members of Neighborhood Watch must complete and submit the ***Hold Harmless Waiver*** which will be submitted to the LCSO Crime Prevention Unit. Members will recognize the following two important components contained in this waiver:

- Neighborhood Watch is a volunteer activity and as such a member will assume all risk of injury to either themselves or others that they may cause.
- Participation in the Neighborhood Watch Program does not confer any special power or authority.

Note: This waiver is only required to be signed by the participating member. It is not essential that a witness also signs indicating they have witnessed the member's agreement

II. COMMITTEE MEMBERSHIP, MEETINGS, AND REPORTING

A. Meetings:

1. Location: At the discretion of the committee, subject to Board approval.
2. Frequency: At least quarterly; more often, if necessary.
3. Date and Time: At the discretion of the committee, subject to Board approval.

B. All Committee meetings shall be open to the Association's membership. Committee meeting may be called by the Committee's Community Coordinator (Chairperson) or jointly by two or more individuals (depending on quorum requirements) in the roles of Assistant Community Coordinator and/or Block/Street Captains (Committee members).

C. Membership and Reporting:

1. The Committee may have a minimum of three (3) members.
2. The committee shall develop a working relationship and channel of communication with:
 - a. The President and other Members of the Board of Directors as designated by the President.
 - b. Appropriate representative(s) of Property Management Company
3. Notice of meetings must be posted and minutes must be taken at each meeting. The minutes or a synopsis of the significant events shall be presented to the Board at its regularly scheduled meetings.
4. Committee members may be home owners or their spouses. One Committee member per residence only.
5. No member may serve on a committee if payment by such member of any financial obligation to the Association is delinquent more than sixty (60) days.
6. The Committee will not have the authority to direct vendors or service

providers and contact with any contracted service provider shall be coordinated with Management beforehand.

7. The Committee will not have the authority to send any communication regarding the Association without Board approval.
8. Committee members represent the Board of Directors and may not send out communications individually, or collectively that do not represent the Board's policies, or that contradict the Board's actions.

III. GUIDELINES FOR REQUESTING EXPENDITURE OF FUNDS

- A. The committee shall not obligate or commit the Association to the expenditure of funds.
- B. Any request for funds shall be submitted to the Board of Directors two weeks prior to its regularly scheduled meetings.
- C. Any request for the expenditure of funds shall be accompanied by:
 1. A minimum of three (3) options (original request and two alternatives)
 2. Advantages and disadvantages associated with each alternative.
 3. Costs associated with each alternative. Cost proposals to contracted vendors will be coordinated through Management.
 4. The implication if the decision is deferred or delayed.
 5. The committee recommendation with the rationale.
- D. Any obligation or commitment of funds shall be performed by the Board of Directors.

AUTUMN OAKS COMMUNITY ASSOCIATION, INC.,
RESOLUTIONS ACTION RECORD

Resolution Type Administrative No. 2023-02

Pertaining to: Neighborhood Watch Committee Charter

Duly adopted at a meeting of the Board of Directors of the Autumn Oaks Community Association, Inc., Inc., held September 13, 2023

Motion by: Natalie Fehervari

Seconded by: Edward Hackman

| Director | Title | Yes | No | Abstained | Absent |
|------------------------------|------------------------|-----|----|-----------|--------|
| Natalie Fehervari | President | X | | | |
| J.C. Pack | Vice President | | | | X |
| Busola Oyesfesobi-Ero | Treasurer | | | | X |
| Dana LeHew | Secretary | X | | | |
| Edward Hackman | Member-At-Large | X | | | |

ATTEST:



Sep 28, 2023

Date

Resolution Effective, September 13, 2023