

**Neighborhood Watch Committee  
Committee Charter  
Foxwood Hills Property Owners Association**

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**Purpose**

Establish and maintain a cooperative network of residents to protect themselves and their families, neighbors and community from crime and suspicious behavior.

**Duties and Responsibilities**

- The Committee will work and serve in accordance of all community governing documents and at the direction of the Board.
- Encourage all residents to report all suspicious behavior and crime to security and/or law enforcement authorities immediately or in a timely manner allowing Security and the police ample time to handle the situation.
- Work cooperatively with the POA's Chief of Security to develop solutions to problems for the security team to execute and/or create interventions for issues that could become problematic.
- Chair shall ensure open communications between the POA's Chief of Security and Oconee Sheriff's office.
- Establish the Foxwood Hills Neighborhood Watch online community and subsequent contact methodologies.
- Assist POA's Chief of Security in utilizing social media (eBlast, Nextdoor, Facebook, etc.) with communications and alerts regarding relative activity.
- Appoint Representatives in each section to serve as point-persons for funneling information to the committee and to security via phone banks, text alerts or email.
- Arrange for ongoing programs where crime prevention experts can present home and neighborhood security tips at regularly scheduled meetings.
- Obtain and study informative materials from the National Sheriff's Association, the National Crime Prevention Council, and local agencies.
- Provide updates, photos, and pertinent documents and information for display on the POA website and newsletter.
- Work with local government or law enforcement to put up Neighborhood Watch signs.
- Provide the Board with monthly updates for general activity and immediate notification for serious occurrences.
- Keep written minutes of all meetings provide the Board with a written report of recent and upcoming committee events, discussions, activities, etc. one week prior to each Board meeting
- The Chair (or designee) will provide an oral and written report at the POA's Annual Meeting to include number and types of incidents but no mentions of names or personal information.

**Committee Shall NOT have the right to:**

- Follow, apprehend, accost, confront or threaten suspicious individuals.
- Disburse correspondence or fliers – fliers placed in mailboxes are illegal. Other placements cause litter, tape or glue damage, and bring complaints from residents.
- Review incident reports.

**Formation of Committee**

- This is an Ad-hoc committee established by the POA Board of Directors and is advisory in nature and serves at the pleasure of the Board of Directors. The Board will initially solicit and appoint Committee members from the Membership of the POA.
- The committee shall be comprised of not less than three (3) and not more than 20 members in good standing,
- Committee members shall serve for one year subject to renewal by mutual agreement of the member and the Board. Each term begins on March 21.

**Governance**

- Committee members will nominate amongst themselves one member who shall be recommended to the Board to serve as Committee Chair.
- The Committee Chair (only) will act as liaison between the committee and the Board Liaison. The chair should keep the Board Liaison informed of all committee meetings, suggestions, feedback, questions or requests.
- The Board Liaison will confer with the Board, when needed.
- If necessary, the committee may elect a Secretary to keep and maintain minutes of each meeting. If not, the Chair will do this. Minutes should be published one week after meeting.
- By majority vote, the Board may remove Committee Members who cause conflict or prevent overall productivity, as it deems appropriate.
- The committee must establish quorum at a meeting in order to conduct business. Quorum will be established when a minimum of 3 members are present at a meeting.
- The Committee will meet 3-4 times a year or as otherwise determined and announced.
- Active participation is important to achieving the mission of the committee, as such; a member's absence at 3 consecutive meetings will result in the loss of voting, with possible removal from the committee and the position reassigned by the Board.
- The chair is responsible for maintaining an official attendance roster and will administer notification of loss of committee membership due to attendance.

- The Committee, by majority vote, may establish sub-committees or working groups to conduct special assignments as required by the Committee. Sub-committees and working groups will be established by the committee and the committee must:
  - Provide a clear purpose and develop goals for the sub-committees and working groups;
  - Establish sub-committees and working group membership. The appointed chair must be a member of the Neighborhood Watch Committee. Members are not required to be members of the Committee but must be a member in good standing.
  - Must forward a timeline for the sub-committee or working group being established.
  - Sub-committee and working group actions will be included in the minutes of the neighborhood Watch Committee.

### **Sponsorship and Funding**

- The nature and scope of any POA-sponsored activity must be approved, in advance, by the Board. The Committee is advisory in nature ONLY unless given SPECIFIC direction from the Board. All final decisions pertaining to the POA will be made by the Board.
- The Committee will submit an annual budget request to the POA Budget Committee for review and consideration.
- Any expenses for the Neighborhood Watch program must be pre-approved by the Board.

### **Dissolution**

This charter will remain in effect until amended or rescinded by the Board.

Approved by the Board of Directors September 2017