

**FORD'S COLONY AT WILLIAMSBURG
HOMEOWNERS ASSOCIATION, INC.**

EMERGENCY PREPAREDNESS COMMITTEE CHARTER:

WHEREAS, Article III, A, Section 1 of the Ford's Colony at Williamsburg Homeowners Association, Inc.'s (Association) Bylaws provides that "the affairs of the Association shall be managed under the direction of a Board of Directors" (Board),

WHEREAS, Article III, C, Section 17 of the Bylaws provides that the Board of Directors "shall have all of the powers and duties necessary for the administration of the Association's affairs...;"

WHEREAS, Article V of the Bylaws provides: that the Board may authorize committees to perform such tasks and to serve for such periods as may be designated by the Board; that each committee shall be composed and shall operate in accordance with the terms of the resolution of the Board of Directors designating the committee; that unless otherwise provided in the resolution, the members of a committee shall be appointed by the Board and shall serve at the pleasure of the Board; and, that any committee member may be removed by a majority of the members of the Board, with or without cause, at any time, and with or without a successor being named;

WHEREAS, the Board of Directors deems it necessary and desirable and in the interest of the individual lot owners and the Association to establish a committee to advise and assist the Board to develop and maintain community emergency preparedness and recovery plans in preparation for and the recovery from emergency situations, and ensuring the wellbeing of Ford's Colony residents during such events;

NOW, THEREFORE, THE BOARD OF DIRECTORS RESOLVES THAT an Emergency Preparedness Committee be established, having the following terms of reference:

I. RESPONSIBILITY: The Emergency Preparedness Committee (Committee) shall serve at the pleasure of the Board of Directors. The primary purpose of the Emergency Preparedness Committee is to review existing plans and develop new plans and procedures, when necessary, for the protection of Ford's Colony residents and property in the event of a disaster or other emergency. To better ensure the safety of Ford's Colony residents and protection of property, the Committee will:

A. Work with the Management Agent and staff to review and, where necessary, revise and submit for approval by the Board all plans and procedures dealing with any potential disaster or other emergency situation.

B. Ensure that plans and procedures approved by the Board are implemented.

C. Develop and disseminate a guide for residents to assist in dealing with weather related and other emergencies or disasters.

D. Develop and conduct exercises on a regular basis (at least once a calendar year) to test emergency plans and procedures; modify such plans and procedures where necessary; and, submit any substantive modifications for approval by the Board.

E. Ensure Association cooperation with James City County emergency preparedness organizations.

F. Conduct studies and make recommendations on emergency preparedness matters, as needed, to the Board.

G. Cooperate with the Management Agent, Security Department, and outside emergency response personnel in coping with actual disasters or emergencies, if requested.

H. Monitor the Association's budget performance for items pertaining to the Association's emergency preparedness program and formulate that portion of the annual budget each year, based on developed programs and needed improvements in Association emergency preparedness. Be prepared to report concerns and develop solutions for budget overruns to the Finance Committee and to the Board.

I. Perform such other tasks as may be assigned from time to time by the Board.

II. MANNER OF ORGANIZATION:

A. Membership:

1. The Emergency Preparedness Committee shall consist of a Chair and representatives from the following committees and service organizations as voting members:

Communication Committee

Facilities Committee

Roads and Project Maintenance Committee

Security Committee

Ad Hoc Committee on Technology

Community Emergency Response Team (CERT)

a. It is preferred, but not required, that the Chair have previous experience with either the Security Committee or CERT prior to appointment. The Chair for each standing committee/organization listed above shall be responsible for selecting its representative to the Emergency Preparedness Committee. The Committee, by a majority vote, will recommend to the Board one of these voting members to act as Vice-Chair. For the purpose of conducting its business, a simple majority of voting members shall

constitute a quorum.

b. In addition to Committee members listed above, non-voting representatives from the Management Agent, Security, and Project Maintenance will attend meetings and participate in discussions to ensure effective dissemination of information and the viability of plans and procedures.

2. Committee members, other than those listed in 1.b. above, shall be lot owners in Ford's Colony; however, they may not simultaneously be members or spouses of members of the Board. In addition to the non-voting members listed above, other non-voting members may participate to assist the Committee at the discretion of the Chair.

3. The Board shall designate a liaison to the Committee.

B. Terms:

1. The Emergency Preparedness Committee Chair shall normally serve a term of three (3) years and shall be eligible to serve no more than two (2) terms consecutively.

2. The remaining voting members' terms shall be for one year at a time, but may not extend beyond the terms set by their respective appointments to the committee represented.

C. The Board may remove a member of the Emergency Preparedness Committee, with or without cause.

D. The Chair will designate a Recorder from among the Committee members. The Recorder shall be responsible for maintaining Committee records, minutes of meetings, and assisting the Chair in preparing quarterly and annual reports to the Board.

E. **Vacancies.** This Committee is not subject to the Board's Committee Vacancy Policy. Upon vacancy of the Chair, the Board will appoint a replacement. Upon the vacancy of any of

the voting representatives from the committees/organization, the Chair of the respective committees/organization will designate a replacement member from its committee/organization.

III. MANNER OF OPERATION: The Emergency Preparedness Committee shall conduct its business in the best interest of the Association and in accordance with this Charter, as well as the Association's Declaration, Bylaws and Rules and Regulations. However, any recommendation to the Board shall be forwarded only when a quorum is present. The Committee will take no action on behalf of the Association without the prior authorization of the Board as reflected in the Association's Board minutes. Unless otherwise designated by the Board, media inquiries will be responded to by the President and/or Management Agent, when so authorized. The Emergency Preparedness Committee Chair and Management Agent will establish and maintain communication and coordination with outside emergency operations personnel.

A. Functions of the Chair: Functions of the Chair shall include the following:

1. Coordinate all Committee activities.
2. Preside at all Committee meetings or designate a member of the Committee to be a temporary Presiding Officer when the Chair and Vice-Chair will be absent.
3. Prepare required reports to the Board.
4. Represent the Committee to the Board.
5. Prepare annual budget proposals and submit to the Finance Committee and Management Agent as requested.
6. Draft articles for the monthly Talk of the Colony on topics of Ford's Colony preparation for emergencies.

B. Meetings:

1. The Committee will meet as often as deemed necessary by the Chair, but at

least quarterly and with notice to the Board prior to such meetings.

2. The Chair will determine the meeting agenda.

3. Except as provided in the Code of Virginia for convening in executive session, all meetings shall be open to all members of the Association. Notice of each meeting shall be provided to the Management Agent in time for publication to the membership. At least one copy of the agenda and any supporting material shall be made available for inspection by the membership at each meeting of the Committee.

C. Reporting:

1. The Emergency Preparedness Committee will provide an annual report summarizing its activities to the Board, and any additional reports requested by the Board.

2. The Recorder shall prepare and submit, through the Chair, minutes of all Committee meetings. Copies of all meeting minutes shall be delivered to the Management Agent and Board members as soon as practical.

**FORD'S COLONY AT WILLIAMSBURG
HOMEOWNERS ASSOCIATION, INC.
RESOLUTIONS ACTION RECORD**

Resolution Type: Committee Charter Number: 2009-4

Pertaining to: Disaster and emergency preparedness

Duly adopted at a regular meeting of the Board of Directors held: January 27, 2009.

Motion by: Kratter Seconded by: Spalhoff

VOTE:

Director Vote on the Motion

Debbie Kratter De Kratter Date: 1/27/09 Yes No Abstain

Jim Taverna Jim Taverna Date: 1/27/09 Yes No Abstain

Jack Hartgen Jack Hartgen Date: 1/27/09 Yes No Abstain

George Spalthoff George Spalthoff Date: 1/27/09 Yes No Abstain

Ron Smith Ron Smith Date: 1/27/09 Yes No Abstain

Anne Harrison Anne Harrison Date: 1/27/09 Yes No Abstain

Ray Babineau Absent Date: _____ Yes No Abstain

ATTEST:

Ron Smith
Ron Smith, Secretary

1/27/09
Date

FILE:

Book of Minutes ✓

Resolution effective: ✓