

## **PALLADIAN CONDOMINIUM AT ROCKVILLE TOWN SQUARE SAFETY AND SECURITY COMMITTEE CHARTER**

**PURPOSE:** To enhance the safety and security of the Palladian Condominium, its owners, residents, and guests by monitoring and recommending improvements to the physical condition and use of Palladian property.

**RESPONSIBILITIES:** The scope of the committee's responsibilities is as follows:

- Become familiar with the building and its physical plant and insurance issues relating to same, and with programs and products designed to promote the safety and security of the building and its occupants.
- Work with the management office in establishing regular safety, security, and operational inspections of the building and its infrastructure, including the residential garage, as well as the public lobby, loading dock, sidewalks.
- Establish a process for unit owners and residents to raise safety and security concerns and a method to educate residents about safety and security issues, rules and procedures.
- Conduct a periodic review of existing management and Association policies, rules, and procedures, equipment, and facilities that relate to the safety and security of the building and its occupants, and make appropriate recommendations to the Board of Directors via the appropriate committee for improvements to the security and safety of the building and its occupants.

**ORGANIZATION:** The Committee consists of a minimum of three and a maximum of five members. Committee members may be unit owners or residents. The committee will nominate a member to serve as Chairperson for appointment by the Board of Directors. An Assistant Chairperson and Secretary are to be selected by committee members to assist in the leadership of and record keeping for the committee. The term of all committee officers shall be one year, with an organizational meeting being held each year as soon as is reasonably possible after the Association's Annual Meeting.

**OPERATIONS:** The committee shall meet in accordance with the requirements of the Maryland Condominium Act and as follows:

- Meetings will be held at a time and place as determined by the committee.
- All committee members will be notified of meetings with as much notice as possible.
- All meetings are to be open to all residents and notice of meetings be posted in a manner proscribed by the Board of Directors.
- Minutes should be taken at each meeting. The minutes or a synopsis of significant events should be presented to the Board via submission to the management office for inclusion in the monthly management report.
- The committee should develop working relationships on issues of safety and security with the Board of Directors, the management office, unit owners and other residents, other committees, the retail owner, and the City of Rockville.