

**NORTHWOOD II COMMUNITY ASSOCIATION
PARKING AND SECURITY COMMITTEE CHARTER
ADOPTED 10/18/06**

WHEREAS, several members of the Northwood II Community Association (“Association”) have expressed a desire to serve on a parking and security committee for the community.

WHEREAS, the Board of Directors believes that it is in the Association’s best interest to utilize the efforts of these volunteer members to assist Management in reviewing the parking and security issues within the community and provide monthly reports to the Board of Directors.

IT IS THEREFORE RESOLVED, that the Board of Directors of the Association hereby establishes the Northwood II Parking and Security Committee (“Parking and Security Committee”) pursuant to this Charter as follows:

1. Purpose. The purpose of the Parking and Security Committee shall be to inspect the common areas within the Association and report parking and security issues to Management for review and consideration by the Board of Directors.
2. Number of Members. The Parking and Security Committee shall have not less than three nor more than five members.
3. Appointment/Removal of Members. Pursuant to Article IV, Section 4.16 of the Bylaws of Northwood II Community Association, the Board of Directors shall appoint the members of the Parking and Security Committee as volunteer applications are received. In the event there are more than five volunteers, then the volunteers shall be appointed on a first-come, first-served basis and shall serve on the Parking and Security Committee for a term of one (1) year. The remaining volunteers shall be retained on a waiting list and shall be contacted the following year to be appointed. If there are no new volunteers on the waiting list, a member may serve successive one (1) year terms. Members of the Parking and Security Committee serve at the discretion of the Board of Directors and may be removed from the Parking and Security Committee by a majority vote of the Board of Directors.
4. Appointment of Chairman: The members of the Parking and Security Committee shall collectively appoint one member to serve as Chairman of the Parking and Security Committee. The Chairman shall be appointed for a term of one (1) year and may not serve as Chairman for more than two (2) successive one (1) year terms.
5. Meetings. The Parking and Security Committee shall be invited to attend the monthly walks with Management and the Association’s security contractor. During this monthly walk, Management shall be responsible for preparing a punch-list to be reviewed by the Board of Directors. The Parking and

Security Committee may, but is not required to, conduct additional inspections of the common area; provided, however, that Management will not be required to attend these additional inspections and the Chairman will be required to prepare the punch-list and forward it to Management within one week of the scheduled walk for review by the Board of Directors.

6. Reports. The Chairman (or other designated representative in his absence) shall report to the Board of Directors at the monthly meetings as to the progress and status of ongoing parking and security issues as noted by the Parking and Security Committee.
7. Authorization. The Parking and Security Committee shall have no authority to direct the Association's security or towing vendors or other Association vendors to take any action. Only the Board of Directors or Management, at the direction of the Board of Directors, may direct the security or towing vendors to act on behalf of the Association. Any communications received from homeowners to the Parking and Security Committee shall be forwarded to Management for review by the Board of Directors. Upon resolution by the Board of Directors, Management will respond to the individual homeowner and notify the Parking and Security Committee of the outcome.
8. Amendment/Revocation. This Parking and Security Committee Charter may be amended by the Board of Directors at any time.
9. Association Documentation. Management shall provide the Parking and Security Committee with copies of available landscape maps, parking and security budget information, monthly parking and security work order and action summaries and Board of Directors approvals via the monthly meeting minutes.