

THE ALGONQUIN ASSOCIATION

EMERGENCY PROCEDURES COMMITTEE CHARTER APRIL 2023

AUTHORIZATION

The Emergency Procedures Committee (Committee) is established by The Algonquin Association Board of Directors (Board) under Section 3.3.1.3 of the By-Laws (Amended and Restated December 2005). The Committee members shall be appointed by the Board from volunteers willing to serve the community, and shall serve at the pleasure of the Board.

PURPOSE

The Committee is responsible for advising the Board in the development and revision of procedures governing the preparation and actions of the Board, Management, staff, and owners during emergency situations.

FUNCTIONS

The functions of the Committee include:

- Conduct Committee meetings as needed but no less than quarterly
- Work with Management to review current emergency procedures
- Recommend new emergency procedures to the Board and develop procedures per Board approval
- Consult with government and private agencies to determine best practices in emergency situations
- Monitor the physical condition of the property with respect to how it may affect the emergency procedures and recommend improvements
- Submit written recommendations to the Board as appropriate
- ~~Provide a written and/or verbal report to the Board at each Board meeting~~
- Provide a written and/or verbal report at each Annual Meeting of the Association

MEMBERSHIP

The Committee shall:

- Have a minimum of three members and a maximum of 7 members
- ~~Consist wholly of unit owners in good standing with the Association~~
- ~~Record meeting minutes and distribute approved minutes to the Board and Management (electronic distribution is preferred)~~
- Recommend new members to the Board for appointment (The Chairperson has final authority in recommending new Committee members to the Board but a Committee discussion is encouraged)

MEETINGS

Meetings of the Committee shall:

- Be noticed as required by the Virginia Condominium Act and open to all Unit Owners.
- Held in Algonquin House common areas and shall not be held in a private residence
- Include a Homeowners Forum for owner comments
- Include the approval of the prior meeting minutes if applicable