

# **DISCOVERY HARBOUR COMMUNITY ASSOCIATION GUIDELINES AND PROCEDURES OF THE CIVIC AFFAIRS COMMITTEE**

## **I. Purpose**

The Civic Affairs Committee is a Standing Committee authorized by the Discovery Harbour Community Association (DHCA) Declaration of Protective Covenants Article V, and as reaffirmed per DHCA Bylaws Article III, Section 3(b) (2009, as amended) as the Common Grounds Committee (Committee) by Resolution 2012-R2. Per the DHCA Bylaws Article III, Section 3(d) (2009, as amended), the “Committee shall develop and maintain [this] procedures manual, which shall be reviewed annually” and updated as deemed appropriate and which shall be approved by the Board of Directors (BoD). The DHCA rules governing the procedures of the Committee as stated below establish the duties exercised by the Committee on behalf of the BoD. The Committee may also ask the Board Secretary to make editorial corrections to these guidelines and procedures at any time without BoD approval and may propose procedural changes to the BoD for approval at any time during the year when an issue arises that is deemed pertinent to bring to the BoD’s attention.

## **II. Responsibilities**

The Committee is directed by the BoD to perform the following functions per the DHCA Bylaws (2009, as amended):

- A. Conduct Neighborhood Watch patrols, twice daily, seven days a week to ensure the safety of the residents of the DHCA community.
- B. Advise the Board on all matters pertaining to the Disaster Preparedness Team.
- C. Perform such other functions as the BoD, in its discretion, determines.

## **III. Goals**

The objective is to alert police or fire personnel of ongoing or potential criminal activity as well as to advise the BoD and residents of security issues. The Committee also coordinates disaster preparedness training on an as-needed basis.

## **IV. Committee Membership**

The volunteer Committee members shall be DHCA members in good standing.

## **V. Committee Officer(s)**

Per the DHCA Bylaws Article III, Section 3(c) (2009, as amended), “after the annual meeting and at the first BoD meeting, the members of the BoD, except the President, Secretary, and Treasurer, will organize themselves to that [one] is a Chair of the [Committee] and serving until the next annual Board of Director’s meeting.” Any vacancy occurring from resignation of the BoD Committee Chair shall be filled by another Director (excluding the President, Secretary, and Treasurer). At the first regular meeting of the Committee, the Chairperson shall assign an Alternate Chairperson to serve in the absence of or at the request of the Chairperson.

## **VI. Duties of the Chairperson**

- A. Organize and train volunteer personnel to drive around the subdivision. Maintain the schedule of regular drivers and back-up volunteers so as to complete the required routes.
- B. Coordinate, with the assigned Naalehu Police Department community support liaison, a monthly meeting with the Committee members for the purpose of updating both volunteers and police on the previous month's activities.
- C. Maintain identifying magnets for vehicles, maps of the development, training aids, or other such tools as may be determined to facilitate route drivers.
- D. Prepare reports for all Members for submission at each regular Board meeting and at the Annual meeting.
- E. Prepare annual budget for mileage reimbursement.
- F. Make recommendations for Disaster Preparedness training, as appropriate.

## **VII. Committee Procedures for Neighborhood Watch**

- A. Volunteers drive, with their own vehicles, two complete routes daily, one during the daytime hours and one during evening/nighttime hours. Volunteers drive every street within the subdivision.
- B. Additional security checks of vacant properties, at the owner's written request to the DHCA office, can be provided, including a weekly "walkabout" to inspect rear areas of the home. Damages will be reported to the owner.
- B. If a driver sees any suspicious activity, they are to call the Police Department. Drivers do not approach a suspicious vehicle or person.
- C. Drivers are to affix a magnet sign to their vehicle when conducting their drive. If conducting a walkabout, drivers are to wear special vests provided by the Committee Chair.
- D. Drivers will be provided a form for keeping record of miles driven. Drivers who wish reimbursement must submit a dated quarterly mileage statement to the DHCA office.
- E. Drivers should attend the monthly meeting to get updates from the Police Department and to share information with other Committee members.

## **VIII. Committee Procedures for Disaster Preparedness Training**

- A. At the time of adoption of these Guidelines and Procedures, there is no Disaster Preparedness training program. At such time that a Disaster Preparedness Training program is initiated, these Guidelines and Procedures will be revised.