

**SUN LAKES COUNTRY CLUB HOMEOWNERS ASSOCIATION
SUN LAKES EMERGENCY PREPAREDNESS ORGANIZATION
CHARTER**

WHEREAS, Article X, Section 1 of the Sun Lakes Country Club Homeowners Association By-laws provides that the Master Board of Directors (hereinafter called the MBD) has the authority to appoint an Emergency Preparedness Organization and,

WHEREAS, the MBD has determined that the best interests of the members of the Association would be served by the establishment of an Emergency Preparedness Organization for the purpose of managing potentially catastrophic emergency situations in the Sun Lakes Country Club Community,

THEREFORE, BE IT RESOLVED that the Sun Lakes Country Club Homeowners Association hereby establishes this Charter for a Permanent Standing Committee to be known as the Sun Lakes Emergency Preparedness Organization (hereinafter referred to as the Organization).

FIRST: The Organization will have the following responsibilities:

- A. An Organization representative will present a report of the Organization activities at the MBD open session each month.
- B. The Organization has the jurisdiction and authority to implement emergency preparedness plans and emergency response actions for all residential and functional elements of the Sun Lakes Country Club HOA. The Organization will support those actions as directed by the MBD.
- C. The Organization serves a humanitarian function within the Sun Lakes Community. Advance preparation and training is emphasized at all levels of the Association, from residents, District Delegates, Organization operations staff, Management and the MBD.
- D. The Organization will follow and implement a detailed written Plan, which is an operational concept that creates an organization of trained volunteers for the purpose of managing potentially catastrophic emergency situations in the Sun Lakes Country Club. The Emergency Preparedness Action Plan is approved in advance by the MBD and incorporated herein by reference. The Organization will make recommendations for changes in the Plan, which after a review by the District Delegates and approval by the MBD will be amended.

All recommendations made by the Organization are to be submitted, in writing, to the MBD for their consideration. Recommendations made by the Organization shall have no force and effect unless adopted by resolution by the MBD.

SECOND: Staffing and management of the Organization.

- A. The Organization consists of volunteer members who are residents of the Sun Lakes Country Club community. The Organization includes the Executive Team, functional Unit management and staff, facilities management, District personnel including District Delegates, EPAP Coordinators, Medical Rescue Teams, Zone Captains, Program Managers and alternates.
- B. The Organization will be managed by an Executive Team, which will supervise and coordinate all Organization functions.

1. A majority of the Executive Team members will be resident owners of the Sun Lakes Country Club community.
 2. The Executive Team will annually elect a chairman and secretary.
 3. The MBD may appoint any resident they deem qualified to serve as a member of the Executive team.
 4. Members of the Executive Team will serve until they submit a resignation, the MBD requests a resignation, or they cease to be a resident owner. The remaining Executive Team members will then recommend a replacement to the MBD who must be approved before taking office.
 5. The Executive Team members shall make decisions by a majority vote on all issues. A quorum shall be 75% of the number of members of the Executive Team.
 6. The Executive Team, by a majority vote, may remove a member who acts inappropriately, or not in the best interest of the Organization.
- C. To facilitate reporting potential emergency events of concern to Sun Lakes Country Club residents, a central cellular telephone number will be established and will be publicized as the official telephone contact number for communication with EPAP. At any given time, a member of the Executive Team will be on call 24/7 and can be reached at that number.

THIRD: The Organization and all personnel will be entitled to the following legal protections:

- A. All Organization personnel and other Sun Lakes Country Club residents, acting in good faith in a volunteer capacity during an emergency, are specifically exempted from liability under California State Law (Good Samaritan Statute).
- B. All Organization personnel and volunteers supporting the Sun Lakes Country Club Emergency Preparedness Action Plan are protected under the "Directors and Officers" liability clause of the Sun Lakes Country Club HOA insurance policy that addresses such issues as personal injury, slander or false arrest. Rosters are on file in the EPAP Operations Center, except for Zone Captains which are maintained by the District Delegates.

FOURTH: The Organization shall receive funding and facilities support from the Sun Lakes Country Club HOA in an annual amount determined to be needed by the MBD.

FIFTH: The Organization shall conduct bi-monthly Management Staff meetings to manage its operations.

- A. The meetings will be open to Association members and residents.
- B. An agenda will be issued.
- C. Written minutes will be maintained.
- D. The meetings will be held in the EPAP Operations Center conference room.
- E. A written quarterly report including all expenditures will be submitted to the MBD.

SIXTH: The MBD will appoint one of its members to be a liaison to the bi-monthly Management Staff Meetings as a resource and without a vote.

SEVENTH: The General Manager will appoint a member of the Management Company to serve as a liaison and resource without a vote at the bi-monthly Management Staff Meetings.

EIGHTH: The Modern Edition of Roberts Rules of Order shall govern the bi-monthly Management Staff meetings.