

Trilogy Security and Preparedness Committee (TSPC)

TSPC 2020 Budget Request Overview – 10/07/19

The WMA board created the TSPC in August 2018 to act as a security and emergency preparedness focal point within the community. The TSPC charter (see attached) calls for the committee to improve security and preparedness within Trilogy at Monarch Dunes. The success of this ongoing effort, based on the level of community support, is dependent on funding. It is for this reason, that the TSPC is requesting that a budget line item be added for “Security and Preparedness”.

General expenses - \$500

Normal workshop and townhall handout materials will be reproduced by the Management Trust but there are window placards for Neighborhood Watch and Emergency Status that need to be purchased for distribution to homeowners. Examples of these items are included with the budget request form.

Security CapX - \$38,000

Our efforts to-date in this area have focused on workshops and townhall meetings for security actions that residents can undertake themselves. We also initiated an updated Neighborhood Watch program and continue to support deployment of new groups on a regular basis at no cost to the community.

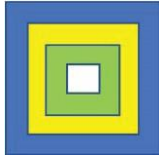
A portion of the community continues to express interest in use of video cameras on public streets. In response, the TSPC has been in contact with law enforcement and camera system vendors. We will soon be requesting board authorization to proceed with the live camera demonstrations from select vendors who would deploy cameras within Trilogy. These demonstrations will be done at no cost to us. A report of the results, along with cost assessments, will be submitted to the board in 2020. This report could form a basis for further community discussion regarding cameras in our community. The \$38k budget request is only a contingency amount for initial implementation of a video camera system should the board choose to proceed with this. The actual cost could be substantially less depending on the system and deployment options chosen.

Preparedness CapX - \$6,300

Our efforts to-date in this area have focused on coordination with the Woodlands Mutual Water Company (WMWCo) to capitalize on the upcoming water tank facility upgrade scheduled for 2020. We have negotiated with WMWCo to extend the period of water provisioning from 3 to 5 days; to provide a secure area for community storage of prepositioned equipment and supplies; and to add a means of water access directly from the storage tanks should the main water distribution network be inoperable. These upgrades are being done as part of the WMWCo developer funded upgrade program.

Our 2020 plan in this area is to conduct workshops and townhall meetings for preparedness and acquire a Conex storage container that will be positioned in the secure area provided by the WMWCo. We will also begin acquiring emergency response items for storage in the container. The container is budgeted at \$5,000 and the remaining \$1,300 is for initial acquisition of expendables such as CERT or mobile First Aid kits. The TSPC will be seeking government grants to offset some of these costs.

Prepared by Rob Couture TSPC Chairperson (M) 714-403-6587



Trilogy Security and Preparedness Committee (TSPC)

TSPC Charter

8/26/2018

1. Mission

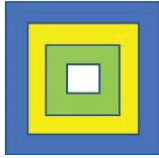
Improve security and emergency preparedness within Trilogy at Monarch Dunes.

2. Approach

- Act as a focal point for community security and emergency preparedness activities by providing a means for community members to voice concerns and participate in solution implementation.
- Work with outside organizations to provide best practices information to the community with respect to security and emergency preparedness.
- Develop security and emergency response plans as necessary.
- Assess needs and provide specific recommendations for security and emergency preparedness within the community.
- Promote individual security and emergency preparedness efforts by community members.

3. Committee Activities

- Post information about TSPC activities on MTL bulletin boards. Community members will be able to post ideas and issues for consideration by the committee on selected TSPC bulletin boards.
- Sponsor town hall meetings with county and state agencies to inform community members on actions they can take to better protect themselves and the community from criminal activity and potential natural or manmade emergencies.
- Coordinate TSPC activities with the Woodlands Master Association (WMA), Central Coast Management Association (CCMA), Monarch Ridge Town Homes Association, Trilogy at Monarch Dunes residents, police and emergency response organizations.



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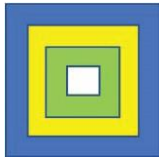
- Develop and implement a community security plan that responds to validated issues within Trilogy at Monarch Dunes. TSPC recommendations will promote solutions based on individual choice to the maximum extent possible. Any public area recommendations will respect resident concerns for privacy and cost effectiveness.
- Develop and implement a community emergency preparedness plan that addresses the specific needs of Trilogy at Monarch Dunes. This effort will require coordination with and concurrence by state and county emergency response organizations since Trilogy at Monarch Dunes is part of the unincorporated area of San Luis Obispo county.
- Submit any plan documentation and recommendations to the WMA board for approval prior to implementation. This will include preparation of estimated cost and future funding requirements as appropriate.
- Report to the WMA board on the status of TSPC activities as appropriate.

4. **Membership**

- Membership on the TSPC will be limited to members in good standing of the WMA.
- There will be no limit to the number of members on the committee.
- The Board may add or remove members as required to accomplish the Mission of the Committee.
- At large TSPC members will have no term limit but may be removed if they fail to actively participate in Committee meetings and activities or act contrary to the TSPC charter.
- The Chair, Vice-Chair for security, Vice-Chair for preparedness and Secretary will hold 2-year terms.

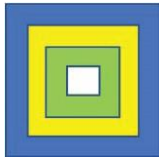
5. **Committee Structure and Reporting Relationships**

- The Chair of the TSPC will be appointed by and report to the WMA Board.
- Member additions or removals will be presented to the WMA Board by the TSPC Chair after approval by vote of the committee membership.
- Committee members report to the Chair.



Trilogy Security and Preparedness Committee (TSPC)

- There will be four designated positions on the Committee:
 - Chair
 - Responsible for TSPC leadership, oversight and coordination.
 - Select respective members to serve in the Vice-Chair and Secretary positions.
 - Primary interface between the TSPC and the Woodlands Master Association (WMA), Central Coast Management Association (CCMA) and Monarch Ridge Town Homes Association.
 - Organize and run all TSPC meetings.
 - Designated committee spokesperson.
 - Vice-Chair for security
 - Responsible for oversight of TSPC security activities including, but not limited to, assessing issues, planning, information dissemination, as well as support to individual Trilogy residential and commercial stakeholders implementing security measures.
 - Act in place of the Chair when requested during the Chair's absence.
 - Assess security related community inputs and make recommendations for security measures as appropriate.
 - Identify any costs associated with recommendations offered.
 - Vice-Chair for preparedness
 - Responsible for oversight of TSPC emergency preparedness activities including, but not limited to, assessing issues, planning, information dissemination, coordination with local emergency response organizations, as well as support to individual Trilogy residential and commercial stakeholders implementing emergency preparedness measures.
 - Act in place of the Chair when requested during the Chair's absence.



Trilogy Security and Preparedness Committee (TSPC)

- Assess emergency preparedness related community inputs and make recommendations as appropriate.
- Identify any costs associated with recommendations offered.
- Secretary
 - Ensure that minutes are recorded for all TSPC meetings and that all comments offered to the Committee are documented and organized in a manner specified by the Committee prior to the next TSPC meeting.

6. Code of Conduct

Committee members shall:

- Focus on and act in accordance with the TSPC charter.
- Treat all parties fairly and with respect.
- Protect all confidential information made available to them while performing their duties on the committee, both during and after their terms of service.
- Recuse themselves from any involvement in TSPC activities in which they have a conflict of interest.

7. Charter Changes

- The Committee will be responsible for drafting all changes to the Charter and communicating these to WMA members. The Board will be responsible for approving all changes to the Charter.
- Changes can be initiated by either the Committee or the Board. If the Board initiates a change, it will present the change requirements to the Committee. The Committee will then draft the changes to the Charter and present them to the Board for approval.
- The Committee can independently initiate changes to the Charter by drafting the changes and presenting them to the Board for approval.