

Compliance Committee Proposed SOP

Compliance Committee Restriction Violation Procedures

STEP #1: If the Compliance Committee identifies a potential violation or receives a complaint regarding a potential violation of the neighborhood restrictions, the committee shall promptly determine if the complaint is valid for further action to be taken.

STEP #2: If the Compliance Committee agrees that a continued violation has occurred and requires action, the committee will write a short specific description of the violation, including any appropriate related discovery, i.e. actions to bring into compliance. Basically, this would consist of all appropriate information for BOD to make an informed decision on which to make a vote. The Head of the committee will then request the Secretary that an email consisting of the above violation description and individual vote request be sent to all current BODs.

VOTE ALERT AND PROCESS: As described in Step #2, all BODs will receive an email describing the violation and requesting a prompt vote (Yes or No vote within 3 days) from each BOD on whether to proceed with a compliance letter or close the complaint. A simple majority is all that is required to proceed or terminate further action on the specific complaint. If the vote ends in a tie, the decision is then left to the President. A BOD not responding with a vote ballot shall be considered as choosing to abstain from the particular vote. The responding vote tally shall require no minimum.

STEP #3: Should the vote result in proceeding with further action, or upon the President's decision upon a tie vote, the Secretary creates a letter based on each Article identified & and sends it with tracking to the homeowner(s).

STEP #4: The Secretary sends an electronic copy of the letter to BOD and the Committee.

STEP #5: The Compliance Committee monitors request and if the issue is not resolved within the defined time period shall move to the next appropriate action identified under each Article.

Note: All further action and legal remedies remain the same and will be available for review at the meeting.