

COMPLIANCE/COVENANTS COMMITTEE

Purpose: To ensure compliance with the Associations governing documents is consistently applied throughout Verona Reserve.

Responsibilities & Duties:

- Work closely with the board through the committees' board liaison and the property manager to ensure that violations are promptly identified and recommendations are made to the property manager to begin the notification process.
- On a monthly basis, the property manager shall inspect the community from the street using reasonable judgment for covenants violations. Violations will be documented with a photograph.
- Along with the board liaison, review violation letters prepared by the property manager prior to mailing, to ensure accuracy.
- The property manager shall do follow up inspections to confirm that violations have been resolved and shall notify the committee.
- Record minutes of each meeting and transmit those minutes to the board liaison, other committee members and the property manager to maintain as official records of the Association.
- Respond to owner questions or concerns and bring any issues to the Boards attention.
- Review and recommend policies and procedures.

Duration: The committee is a standing committee and will continue year to year.

Members: The committee is made up of three core members, including the chair.

- The board of directors appoints all committee members. Members may be removed and replaced at the board's discretion.
- Members are expected to attend committee meetings and actively participate in the duties of the committee.
- Committee members must be in good standing with the Association.
- Committee members must abide by the Association documents and support the efforts of the board.
- Committee members serve for a period of one-year February through February.

Meeting Notice: As the committee does not have final approval authority and for the privacy of owners, the committee may meet in a private residence without public notice.