

FINE REVIEW COMMITTEE

Purpose: To provide a fair and unbiased process in which to confirm or reject a fine or suspension levied by the Board of Directors; ensuring compliance in accordance with the Associations governing documents.

Responsibilities & Duties:

- Work closely with the board through the committees' board liaison and the property manager.
- Conduct fine review hearings as scheduled, in person, or via Skype or similar service, to hear the concerns or objections of owners who have received a fining notice for covenants violation(s).
- Confirm or reject the fine or suspension that has been imposed by the Board of Directors.
- Final decisions must be supported by vote of a majority of all committee members.
- Communicate committee findings to board liaison and property manager.
- Record minutes of each meeting and transmit minutes to the board liaison, other committee members and the property manager to maintain as official records of the Association.
- 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 members, including the chair.

- The board of directors appoints all committee members. Members may be removed and replaced at the board's discretion.
- Members cannot be officers, directors or employees of the Association, or the spouse, parent, child, brother or sister of an officer, director or employee of the Association.
- Members are expected to participate in scheduled hearings.
- Members shall serve in a neutral and impartial way.
- 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: Notice must be posted at the Associations bulletin board a minimum of 48 hours prior to any scheduled hearing. Hearings are open to owners.