

Covenant Compliance Committee

(5 members)

(must be home owner 18 or older)

Organization:

- ¥ Elect a Chairperson, Secretary/Treasurer, 3 members at large.
- ¥ Should any member quit or be resigned due to inability to attend meetings regularly the committee may appoint a replacement.
- ¥ 3 members shall constitute a quorum and a majority vote of the 3, 4 or 5 members present shall comprise a decision. A tie vote may be broken by the absent member once the member is accessible by phone or in person by the chairperson. All votes must be documented.

Responsibilities:

- ¥ Receive and research complaints from other CWPE committees and or Home Owner regarding covenant non-compliance issues, prepare a written report with committee recommendations and submit that report to the Board of Directors within 30 days following receipt of the complaint.
- ¥ Tour the Countrywood Park Estates area as a committee at least quarterly, note covenant infractions that may need attention, contact and interview homeowner(s) that may be non-compliant, determine whether the situation merits processing as a complaint, document findings and recommendations and send them to the Board. (Often an issue may require a simple request by the homeowner for an extension of time or an application to the Architectural Committee or some other simple solution.)
- ¥ Prepare recommended means of enforcement as set forth in Article "VII" of the CWPE Covenants and present to the Board for approval.
- ¥ Meet no less than once every other month.
- ¥ Maintain minutes of all meetings and forward a copy of the meeting minutes to the Board Secretary.

Board of Directors Note:

The CWPE-HOA Board of Directors have adopted the slogan, "Neighborliness First". We ask all committees to approach their job with this slogan in mind. The Board encourages the Covenant Compliance Committee to deal with non-compliant issues in a friendly, caring manner that will result in a win-win solution. If a Home Owner is found to be in non-compliance with covenants, we encourage the committee to first obtain comments regarding the issue from all neighbors within 150 feet of the property in question before they submit their findings and recommendation to the Board of Directors.