

**COMPLIANCE COMMITTEE CHARTER  
BOD APPROVED JANUARY 26, 2016**

The primary responsibility of the Parkside Place Compliance Committee is to act on behalf of the HOA Board of Directors to ensure compliance with the owner agreed Covenants and By-laws, Policies, Rules and Regulations, and ARB Guidelines that have been established to enhance the beauty, safety and value of property within the Parkside neighborhood. The goal of the committee is to preserve the quality of living within the community by identifying violations of said Covenants and By-laws, Policies, Rules and Regulations and notifying the management company to contact the owner for compliance.

**Roles of Compliance Committee Members**

Develop a clear understanding of the Covenants and By-laws, Policies, Rules and Regulations, and ARB Guidelines in order to help residents comply with them, and to provide effective monitoring and enforcement.

Be knowledgeable of the Compliance Policy and Violation / Fines Procedures and the responsibilities of the BOD and Property Management in each phase of the process.

Investigate and report suspected violations to the Management Company and Board liaison.

Review formal notices sent to violators by the Management Company, and help insure that appropriate action is taken and make recommendations to the BOD for any violation hearings that need to occur as specified in the Compliance Policy.

The Committee shall provide a monthly Committee Activity Update to the Board one week prior to the BOD meeting and present this update at the Board meeting.

As appropriate, recommend modifications to the Compliance Policy to enhance the effectiveness of the program.

**Policies and Procedures of Enforcing the Covenants**

Education - committee members will review the Covenants, By-laws, and Policies in detail in order to increase their effectiveness, and to insure that monitoring and enforcement is uniform and fair to all residents. Members also need to become familiar with ARB guidelines since many covenant violations are the failure to submit proper applications for home and landscaping improvements.

Outreach - members will educate other residents about the Covenants by providing articles for the newsletter designed to inform and encourage compliance. Members will encourage residents to consult with them for help in complying with and reporting suspected violations of the Covenants.

Monitoring - members will walk or drive through Parkside regularly to monitor compliance with the Covenants. Management company will conduct a monthly walk through with the committee to identify any new violations and identify current status of any outstanding violations.