

## **GUIDELINES FOR COVENANT CONFORMANCE REVIEW**

One of the purposes of the board of directors, as stated in our incorporation by-laws, is "Monitor compliance with covenants by property owners and take appropriate action to obtain adherence to covenant provisions where necessary". At best this is not a pleasant task for fellow neighbors to monitor and take action against fellow neighbors but it is a necessary requirement of your HOA board of directors. In the past this responsibility has generally fallen on the board's president. The current board has decided to relieve the sole responsibility of this chore on one person by forming a COVENANT CONFORMANCE REVIEW COMMITTEE with procedures outlined in the guidelines the Board approved August 9, 2006. Hopefully the need to use this procedure is nil.

## **GUIDELINES FOR COVENANT CONFORMANCE REVIEW**

**APPROVED: August 9, 2006**

COVENANT CONFORMANCE REVIEW COMMITTEE: The President of the Oak Bend Estates Homeowners Association as provided in the By –Laws of such association hereby establishes the COVENANT CONFORMANCE REVIEW COMMITTEE for the purpose of evaluating and resolution of potential non-conformance(s) of our restrictive covenants. This committee will consist of three association members and shall represent a cross-section of the five sections of Oak Bend. These members shall serve one-year terms and serve at the will of the president. There is no term limit.

### COVENANT CONFORMANCE REVIEW PROCEDURES:

1. Potential covenant violations reported by association members in good standing (current dues paid) will initially be referred to the appropriate section representative.
2. Section representative will investigate the potential covenant violation for applicability.
3. Section representative, when complaint in their opinion has merit, *may attempt* to mediate between association member who raised complaint and the applicable homeowner.
4. If the Step 3. above does not resolve the covenant conformance/violation then the section representative is to advise the COVENANT CONFORMANCE REVIEW COMMITTEE of the potential violation and the actions and results taken by them. This is to be documented in writing with a copy sent to the association president and subject homeowner.
5. The COVENANT CONFORMANCE REVIEW COMMITTEE shall meet and review the potential covenant violation for validity.
  - a. If in their opinion there is no violation then they should advise the complainant that the situation does not violate the covenants and that further action must be brought to the full Oak Bend Estates Homeowners Association Board of Directors attention.
  - b. If in their opinion there is a violation they should review their finding(s) with the appropriate homeowner and seek a resolution of such non-conformance. If the affected homeowner does not correct the violation within a reasonable timeframe, as set by COVENANT CONFORMANCE REVIEW COMMITTEE then the case will be brought to the full Oak Bend Estates Homeowners Association Board of Directors for future action as indicated in the restrictive covenants ENFORCEMENT section.
  - c. If the affected homeowner does not agree with the COVENANT CONFORMANCE REVIEW COMMITTEE conclusions and specified remedies then they may appeal those findings to the full Board of Directors.

All actions taken by the COVENANT CONFORMANCE REVIEW COMMITTEE shall be documented in writing with copy provided to the board president and subject homeowner.