



COVENANT ENFORCEMENT OVERSIGHT COMMITTEE CHARTER

Pursuant to the King's Deer By-Laws and Governing Rules, the King's Deer Board of Directors hereby establishes and charters the Covenant Enforcement Oversight Committee with the following Mandates.

- *Shall* ensure fair and uniform enforcement of covenants.
- *Shall* ensure enforcement efforts are focused on meaningful issues.
- *Shall* perform a monthly review of active violations with the Executive Director.
- *Shall* determine if a second notice or more, is needed.
- *Shall* propose enforcement actions to the Board of Directors on unresolved violations.
- *Shall* coordinate enforcement with ACC when appropriate.
- *Shall* write articles for the association newsletter.
- *Shall* provide recommendations directly to the Board of Directors.
- Committee *shall not* engage in active identification of covenant violations.
- Committee *shall not* issue violations.
- Committee *shall not* impose any punitive measures on covenant violators.
- The Covenant Enforcement Oversight Committee *shall* be a standing committee
- Members shall serve one-year terms, which terminate at the end of January each year and then must be re-appointed and may be appointed to consecutive terms without term limits.
- The chairperson shall provide reports of its activities to the Board of Directors monthly or as otherwise requested by the Board of Directors

Committee Composition, Selection and guidelines of Conduct and Reporting

- The Committee *shall* be composed of at least 3 and a maximum of 5 individuals.
- All members of the Committee *shall* be appointed by the Board of Directors.
- Membership should be representative of owners of both Kings Deer and Kings Deer Highlands properties.
- The Committee *shall* use "Robert's Rules of Order" as the governing rules and guidelines for its meetings. This *shall* include voting procedures within the committee if and when such votes are necessary in the normal course of the execution of the committee's duties.
- The committee *shall* report directly to the Board of Directors and any and all correspondence with the community shall be *solely* through the Board of Directors.
- The nature and frequency of the committee reports and any committee deadlines *shall* be established by the Board of Directors unless otherwise directed.
- The committee *shall not* exceed its scope of authority or mandates as established by the Board of Directors
- All Committee members *shall* sign a King's Deer committee member "Conflict of Interest" document.
- The Board may remove any member of the Committee by a majority vote of a quorum of the Board.

Duties of the Committee

- Within the committee mandates established by the Board of Directors, the committee is charged with the development and execution of action necessary to complete such mandates.
- If the committee deems it necessary to alter the scope of the committee's mandates, the committee *shall* present a request to the Board of Directors for consideration. The request *shall* include the rationale for the proposed change(s).
- Upon its first meeting, the committee *shall* designate and establish the following:
 - A Chairperson for the Committee.
 - A meeting schedule for the Committee.

- A process of recording minutes and or a means of objectively measuring the committee's progress to meet the committee's mandates.
- A committee representative (unless otherwise directed by the Board) to report findings and or to update the Board of Directors on the committee's activities, progress and status relative to its mandate
- The Committee *shall* assign its member's specific tasks and duties, as the committee deems necessary.

Committee Powers and Fiduciary Responsibilities

- The powers and fiduciary responsibility of the committee are limited to those that are specifically granted to it by the Board of Directors.
- The committee has no authority to enter into any binding agreement or take action with any individual, company or entity unless specifically authorized by the Board of Directors.
- If, in the course of the committee's activities, it becomes necessary to expend funds, all requests *shall* be submitted to the Board of Directors before any expenses are authorized.
- In the event expenses are authorized, the committee is charged with securing any and all receipts and submitting an expense voucher to the HOA office for payment and or reimbursement.
- Any and all committee findings and recommendations *shall* be presented to the Board of Directors, and the Board will take under advisement the committee's report and recommendations in considering any action that may be necessary.
- Committee members are representatives of the Board of Directors in performing their duties of this committee; in that role committee members *shall not* discredit the Board or the Association.
- Committee members accept the responsibilities of the committee with a commitment to work as a team to fulfill the Purpose and Tasks of the committee and in direct support of the Board of Directors.
- Committee members *shall* refrain from participating in any action or recommendation by the committee that may result in a direct financial benefit to themselves at the expense of the Association, and shall disclose to all committee members when such potential conflict of interest is encountered.
- Committee members *shall* perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the association, and with such care as an ordinarily prudent person in a similar position under similar circumstances would use.

/ signed /

President, Board of Directors

December 20, 2007

Date

/ signed /

Secretary, Board of Directors

December 20, 2007

Date



**Addendum 2010-1
to
King's Deer Homeowners Association
Covenant Enforcement Committee Charter**

This addendum serves to clarify the definition of a quorum for the Covenant Enforcement Committee.

In the section titled "Committee Composition, Selection and guidelines of Conduct and Reporting"
Add the following line:

"For the purposes of conducting business at any properly convened CEOC meeting, a quorum shall constitute the physical presence of at least at least two CEOC committee members."

This change shall be effective beginning on the day following the date of approval of this addendum.

Approved on June 23, 2010 by the King's Deer HOA Board of Directors.

/ signed /

Rich Paul, President King's Deer HOA

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John Highhouse, Secretary King's Deer HOA