

MEETING GUIDELINES

The purpose of the Covenant's Committee is to gain compliance of the Member/Tenant with the Declaration of Covenants and Restrictions and the Rules and Regulations of the Grand Oaks Master Association, Inc.

The Committee will elect a Chairman and a Recording Secretary. The Chairman will conduct the meeting and ensure that the guidelines for the committee are followed in a fair and impartial manner. The Recording Secretary will keep accurate minutes of the meeting and provide a copy of the committee's decision to the Community Manager within 24 hours of any meeting of the committee.

The Member/Tenant has the right to have legal council and/or witnesses present at the meeting.

The Member/Tenant will have the opportunity to state why he is not in compliance with the Covenants and/or Rules & Regulations of the Association and to negotiate when reasonable for an extension of the time period for coming into compliance.

The Committee will listen to the case presented by the Member/Tenant. Committee members may question the Member/Tenant and any witnesses that may be present.

The Committee will review all of the information that has been presented by the Community Manager as well as interview any witnesses or complainants who may be invited to attend the hearing in order to produce evidence to substantiate their complaint.

The Committee will review all evidence and listen to testimony from both sides at the hearing and then excuse both parties and render a decision. The Committee members will make a decision based upon the Fining Schedule that has been duly adopted by the Board of Directors. If confronted with a difficult enforcement situation or litigation possibilities, the Committee may refer the case to Alternative Dispute Resolution.

Decisions of the Covenants Committee may be appealed to the Board of Directors. Written notice of appeal to the Board of Directors must be received within ten (10) days after the hearing date.