

# Home Maintenance Committee Charter

Revised May 16th, 2016 by the Homecare Committee



- a) Purpose
- b) Composition, Liaison to the Board of Directors, Quorum
- c) Goals
- d) Policy: Enforcement Control of the CC&Rs adopted DATE 10/12/2015
- e) Standard Operating Standards & Processes
- f) Committee Meetings
- g) Committee Budget
- h) Reports & Articles
- i) Approved Exceptions

## A. Purpose

The Homecare Committee promotes Homeowner proactive care of all dwellings per the CC&Rs and other policies enacted by the Board and membership. The Homecare Committee also ensures the CC&Rs are being followed by homeowners, condominiums, townhouses and apartments.

## B. Composition, Liaison to the Board of Directors, Quorum

The Homecare Committee shall have not less than three (3) resident members (property owners), including one member of the Board of Directors, who acts as a liaison to the Board of Directors. The Board of Directors has delegated to the Homecare Committee the authority to sanction members. All committee members, including the Board liaison, have one vote each. A quorum consists of three Homecare Committee members.

## C. Goals

The Homecare Committee shall promote, educate and monitor adherence to the CC&Rs and other policies.

Standard goals for the Homecare Committee are:

1. Send out "Welcome Letter" to encourage actions by new residents of Mountain Park which are consistent with the CC&Rs and other policies.
2. To send "Thank You" letters annually to those members who have maintained the Homecare Standards of Mt. Park HOA in adherence to the CC&Rs
3. To review and if necessary, sanction residents based on reported violations of the CC&Rs and other compliance policies.
4. Periodically, the Board of Directors may determine additional goals for the Homecare Committee.

## D. Policy: Enforcement Control of the CC&Rs adopted by Mountain Park HOA

<http://www.mtparkhoa.com>

## E. Standard Operating Standards & Processes

### 1. Confidentiality

The members of the Homecare Committee shall maintain confidentiality of Homecare Committee business.

### 2. Correspondence

All correspondence relating to Homecare Committee investigations should be made on official MPHOA stationery. All correspondence must have prior approval of the CC&R Director or General Manager.

### 3. Compliance

Upon receipt of a compliance complaint issue (phone call, drive-by report or other written correspondence), the CC&R Director will:

- A. Resolve the matter administratively; or
- B. Refer compliance cases to the Homecare Committee for review; the Homecare Committee may choose to:
  - B.1. Take no action or refer it back to the CC&R Director for administrative action;
  - B.2. Determine action and fine;
  - B.3. Ask for a hearing with the member to determine action and fine.
- C. Implementation of policy changes:  
Changes to the enforcement of CC&R policy are subject to approval by the Board of Directors before implementation. Under general practice, Homecare Committee recommendations may go to the Board of Directors, as required.

## **F. Committee Meetings**

### **1. Committee Meetings**

Homecare Committee meetings are scheduled on the first Thursday of every month. Meetings are held from 9:00am to 11:00am in the Mountain Park Clubhouse. Meeting packets are sent electronically no later than the day before each meeting. It is essential that Homecare Committee members prepare for the committee's discussions and deliberations by reviewing all materials sent prior to the meeting.

### **2. Homecare Committee Meeting Agenda**

The Homecare Committee meeting agendas follow the same format each month. The following standing agenda items will be addressed each month:

- 2.1 Call to Order - Welcome and review of agenda items
- 2.2 Review current Key Performance Indicators (KPI)
- 2.3 Review Homecare, Condo/Townhome Status Report
- 2.4 Review Violations and Monthly Fines Report
- 2.5 Review New Homeowner List and assure that all MPHOA responsibilities for review and certification are met.
- 2.6 Review feedback from "New Homeowner" welcome letter
- 2.7 Untenanted Properties Report
- 2.8 Other Business
- 2.9 Next meeting date

## **G. Committee Budget**

The Homecare Committee does not have an annual budget. Any fees associated with legal consultation will need to be absorbed by the annual operations budget.

## **H. Reports & Articles**

### Monthly Meeting Report

The Homecare Committee submits a monthly meeting report to the Board of Directors. The report is presented to the Board by the Homecare Committee Board Liaison.

### Annual Homecare Committee Report

The Homecare Committee submits an end of the year report of accomplishments and tasks completed for publication in the Mountain Park HOA annual meeting packet to the MPHOA members.

The Homecare Committee submits a monthly meeting report to the Board of Directors. The report is presented to the Board by the Homecare Committee Board Liaison.

Annual Homecare Committee Report

The Homecare Committee submits an end of the year report of accomplishments and tasks completed for publication in the Mountain Park HOA annual meeting packet to the MPHOA members.

Articles may periodically be submitted for publication, using The Mountain Park Website, email blast, etc.