

MINUTES
COVENANT COMPLIANCE POLICY UPDATE TASK FORCE
APRIL MEETING

DATE & TIME: April 27, 2023 – 9:00 am – 10:30 am

LOCATION: ECIA Community Center conference room and Via Zoom Videoconference

1. Participants. Board Vice President Amelia Adair, Architecture and Covenant Compliance Coordinator Mark Young, Architecture Committee Co-Chairs Katherine Mortimer and John McDermon, Architecture Committee member Gary Moran, Facilities and Grounds Committee member Taylor Ward. Katherine Mortimer served as chair and note-taker.
2. Agenda & Minutes. The members approved the Agenda and Minutes
3. Review template compliance policies. One-drive no longer shows redlines correctly. Some members find email attachments easier to use. New versions will be made on one-drive and then made into PDFs and emailed to members for each new version.
 - a. Format. The formats that are done from a legal perspective is preferred. The format should follow the order of 1. Communicate (including whereas statements and what we have authority over vs. what we don't), 2. Educate, 3. Enforcement.
 - b. Process. The process should start with dealing with people directly and try to get compliance voluntarily and then escalate to more punitive measures only when the non-compliance continues.
 - c. Violation descriptions. Have general categories with lists of examples to allow for .listed.
 - d. Map. Showing where we have jurisdiction and where we don't, including minor subdivisions with their own rules. This should be available on the web.
 - e. Model to Use. We will use the model format provided by the ECIA attorney as the basis for the enforcement policy document.
 - f. Process. The list of concerns created in earlier meeting will be made into a matrix to identify where they will be addressed and a place to check off that they have been incorporated.
 - g. Assignments for draft language. 1. John will develop our values to be included in whereas statements, including making it user-friendly; 2. Amelia will revise "now it is resolved" statement to reflect Communicate-educate-enforce process; 3. Mark will communicate how he sees notifications going; 4. Katherine will develop a draft lists of violation categories with examples and how they would be enforced. (Note: State that payment of fine does not cure the violation)
 - h. Attribution. Inspection-driven vs. complaint-driven violations where the latter is not easily attributed to a specific person. Goal is to never collect any fines by resolving the issue before it is necessary.
4. Open Forum. (Public Comment)
 - a.
5. Next meeting: May 15, 2023 – 10 am to Noon