

MINUTES of the ECIA

COVENANT COMPLIANCE POLICY UPDATE TASK FORCE

October 4th MEETING

DATE & TIME: October 4th, 2023 – 10:00 am – 12:15 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, Resident David Rasch and Board Liaison Ken Howard. Amelia Adair served as interim chair; Mark Young served as note taker.
2. The Committee voted to approve of the agenda.
3. The Committee also approved the draft minutes of the September meeting.
4. The Committee continued to review the policy document and made the following changes:
 - a. The Committee agreed to further define the “grace period”, relative to included expedited and violations (in Section 2.3) as being less than the standard 14 days for other violations and to allow for more expedited enforcement actions by the ECIA staff and not be the mandatory 14 days.
 - b. The committee then worked on wording in Exhibit A to allow for said grace periods and to further redefine them via using a table. They also agreed to replace the phrase “grace periods” with the phrase “Deadline,” or Deadline to Cure throughout the documents as it provided was a more accurate description and implies more urgency for residents to correct violations.
 - c. In re-reviewing the schedule of fines and other enforcement actions, John pointed out that we should change the ordering of these points to have more urgent ones at the top, such as the need to cease the activity as the 1st one.
 - d. Katherine pointed out the need to be sure that this new policy was in agreement with the by-laws review document that is also under review, especially with the area of Suspension of Membership.
 - e. The committee then decided that the working of “Final Deadline” should be changed to Attorney Referral Notice, so as to be clearer.
 - f. Under Section D for Review of Procedures for Handling Expedited and Urgent issues, it was decided to break down these two types of violations into separate paragraphs to add clarity.
 - g. Amelia and Ken both agreed that they wanted to get this document before the Board as soon as possible and to do that Mark will work on the Table

of Grace Periods and Katherine will work on a flow chart. These are the two items required before it could go to the Board.

5. Open Forum. There was only resident attending via zoom and provided some input.
6. The Committee voted to have the next meeting on Thursday November 2nd at 10 AM at the ECIA.

Meeting adjourned at 12:15pm