

**High Point Covenant Violation Advisory Committee**  
**Policy and Procedures**

Committee Members are covered under the Directors and Officers policy while lawfully performing their duties. Committee members are not members of the Board of Directors by being on a committee. However a Board member may be on a committee. The Advisory Committee has the power to provide recommendations to the Board regarding alleged violations, but not order fines levied. The levying of fines can only be initiated and completed by the Board after a hearing, not the High Point Advisory Committee.

The Committee is formed and approved by the High Point Board of Directors for the purpose of reporting violations of the High Point Covenant and/or the High Point Rules & Regulations. All owners of units who wish to serve on this committee must be familiar with the High Point Covenants, the Rules & Regulations, and the Covenant and Rule Enforcement Policy.

The Board of Directors recommends, but does not require the committee to meet together periodically. If the committee chooses to do so, the Chairman of the committee will be the facilitator of any Advisory Committee meetings. Minutes will be kept of all meetings.

The Advisory Committee may add members to the committee. The Board of Directors must approve all additions to the Advisory Committee. Committee members shall serve a one year term, provided that the Board of Directors may remove any committee member at any time.

The Chairman will be the primary administrator of the Advisory Committee The Board shall Appoint the Chair.

Outline for committee members:

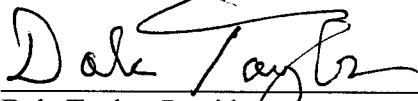
1. A committee member must personally be a witness to any alleged violations to be reported; hearsay is not grounds for reporting a violation. The Board may require that the committee member who witnessed the violation be present at any hearing that may occur with the owner.
2. No committee member will contact the owner or tenant of the unit about the alleged violation. All contact regarding the alleged violation shall be between the Board/manager and the owner or tenant.
3. The committee is only responsible for reporting alleged violations that can be seen on or from exterior areas of the High Point property. Committee members may not enter units or limited common elements in the course of performing their duties.
4. Inspections shall be conducted in a uniform and consistent manner of the entire community. Notwithstanding this requirement, the committee members may report an alleged violation witnessed in between inspections.

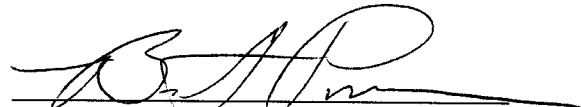
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5. Upon witnessing an alleged violation, the committee member(s) will Email all pertinent information to the Association's Property Manager, , and copies to the President, Vice President, Treasurer.
  
6. Z & R Property Management, when made aware of an alleged violation via email, has ten days from the date on the sent email to respond to committee members. Z & R will keep committee and Board updated on the actions being taken to address violation as long as it is necessary. All alleged violations will be handled in compliance with the Covenant and Rule Enforcement Policy enacted on the 13<sup>th</sup> day of July 2011.

If interested in being on the Advisory Committee, please contact the Board of Directors to make the request.

Date: 7/13/2011

  
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Dale Taylor, President

  
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Ben Prensner, Vice President

  
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Ron Baumgart, Treasurer