



Covenant Committee Charter

Pursuant to the authority granted by Washington State RCW 24.03, and by Article VIII of the Bylaws of Mill Creek Community Association, the Board of Directors authorizes a standing Covenant Committee.

The Committee's purpose is to assist the membership in covenant clarification and enforcement in keeping with MCCA's purpose to maintain and enhance property values. The Committee does this by:

1. Being knowledgeable about the Covenants and clarification resolutions adopted by the Board of Directors.
2. Working directly with the membership, through (but not limited to) the newsletter and new resident packet, continually educating them to the benefits of voluntary compliance.
3. Acting as a Board of Appeals should a decision that a violation exists be questioned.
4. Recommending enforcement actions beyond the current Board approved procedures, as necessary.
5. Verifying the existence of reported violations and reporting blatant violations to the Association offices.

Further, all committees of the Board shall operate within the following guidelines:

1. Committee members must be approved by the Board of Directors who appoints members to serve a 3-year term. The Committee to send recommendations of people to fill vacancies to the Board. Committee members shall act in accordance with the Covenants and Board adopted policies, at all times.
2. The committee shall work closely with the Compliance Coordinator and Association Director, channeling recommendations to the Board through that office.
3. The committee will keep a record of its actions in the form of minutes that are provided to the Board of Directors in the monthly board packet.
4. The committee will recommend all actions involving expenditures to the Association Director who may bring it to the Board of Directors for approval.

5. The committee will advise the Association Director and Board of any changes that may be necessary to the procedures or the function of the committee.

1. Committee Member Roles

Chair

- Serves for two years.
- Meets with Compliance Coordinator to prepare the meeting agenda approximately one week prior to each meeting.
- Calls meetings to order, keeps the committee on agenda and on topic, appoints committee members to specific projects.
- Serves, or assigns another committee member to represent the Covenant Committee, on the Covenant Hearing Board.
- Follows up on all issues that are brought to the Covenant Hearing Board until they are resolved.
- Writes pro-active educational articles for community newsletter, the *MillStream*. These articles are submitted to the Association office as requested by the Association Director
- Anticipates seasonal issues, i.e., painting, landscaping, etc., and works to educate the membership about the value of covenants designed to protect property values before problems arise.

Vice-Chair

- Acts on behalf of Chair as necessary.

Compliance Coordinator

- Employee of MCCA who reports to the Association Director.
- Serves as the liaison between the Covenant Committee, MCCA members, and the Board of Directors.
- Establishes schedule for, and proactively monitors MCCA divisions for covenant violations.
- Keeps the minutes of the committee meetings.
- Maintains consistency of covenant enforcement.
- Provides the Association Director and Board with a written summary of committee actions, responds to Board inquiries, requests Board direction on covenant enforcement.
- Provides the Covenant Committee with a monthly report on active covenant issues.
- Documents compliance issues and manages the entire compliance process.
- Chairs Covenant Hearing Board meetings and documents the decisions.
- Records, updates, and monitors payment of all covenant fines.
- Trains Covenant Committee members on inspection protocol.
- Works with residents on covenant issues.

At-Large

All other committee members are considered “at-large”. They work with the rest of the committee to complete inspections in neighborhoods assigned by the Compliance Coordinator. From time to time committee members will work with residents to explain MCCA covenants and help residents devise a plan to achieve compliance.

2. Meetings

The Covenant Committee will meet once a month, prior to the Board of Directors meeting.

3. Duties

The Covenant Committee works with residents, on behalf of the MCCA Board of Directors, to ensure that MCCA’s covenants are understood and followed by MCCA residents.

1. The committee shall consist of at least 6-8 members appointed to a 3-year renewable term.
2. It is important that committee members attend the monthly meeting. If a member has three or more absences in a year, it could result in dismissal from the committee.
3. The Chair serves for two years (Vice-Chair does not necessarily become the next Chair).
4. Committee members will complete inspections in a timely manner and turn in reports on proper forms. Committee members shall also report observed violations on the appropriate forms.
5. The Covenant Committee and the Board of Directors will, from time to time, set policies update guidelines to clarify the original intent of the recorded restrictive covenants. Guidelines and policies are published on the MCCA website, and may be mentioned in the MillStream.