

King City Civic Association

COMPLIANCE COMMITTEE CHARTER

Purpose:

The KCCA Board of Directors has determined the consistent procedures of process and documentation are necessary to provide equity among the Association membership. The intent of this document is to serve as a means to ensure that enforcement of Resolution 2020-312 is applied in equity to all members. It is acknowledged that certain occurrences of non-compliance require significantly greater attention due to a potential health or safety risk.

The purpose of this standing Compliance Committee is to serve at the will of the BOD on all matters pertaining to the identifying, validating, documenting and follow up on issues of non-adherence/compliance accordance KCCA's governing documents, apply equal enforcement of Resolution 2020-312, and report those issues to the BOD and/or Administrator for review and consideration.

Responsibilities:

1. Shall perform at least a monthly review of active violations with the Administrator. Review formal notices sent to violators and recommend appropriate action(s) to be taken and/or recommend next enforcement level.
2. Shall recommend when compliance notices are to be sent to members, if needed - when fines are to be imposed - perform follow-up field check inspections to determine an owner's compliance. Any and all violation notices and/or correspondence with the residents shall be solely through the Administrator.
3. Shall ensure fair and uniform enforcement efforts are focused on meaningful issues.
4. Shall provide enforcement recommendations to the BOD on unresolved violations.
5. Compliance Committee chair shall provide reports of its activities to the Board of Directors monthly or as otherwise requested.
6. Shall not engage in active identification of compliance violations; instead, will coordinate enforcement with other KCCA committees as needed, such as but not limited to LARC, Pool, Greens, etc.
7. For the purposes of conducting business at any properly convened CC meeting, a quorum shall constitute the physical presence of at least three CC committee members.
8. Recommend to the BOD, as necessary, rules and regulations, including education and enforcement protocol.
9. Shall write educational articles for the association newsletter.

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10. Responsible for following appropriate laws and KCCA's governing documents including but not limited to KCCA Resolution 2012-310 "Committees Serving the Board of Directors".
11. Committee members shall refrain from participating in any action or recommendation by the committee that may result in a direct financial benefit to themselves at the expense of the Association, and shall disclose to all committee members when such potential conflict of interest is encountered.
12. If, in the course of the committee's activities, it becomes necessary to expend funds, all requests shall be submitted to the Finance Committee before any expenses are authorized.
13. In the event expenses are authorized, the committee will follow Resolution Finance 2012-403 Expense Management Procedures Policy.
14. Committee members shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Association, and with such care as an ordinarily prudent person in a similar position under similar circumstances would use.

Membership:

1. CC members must be approved by the Board annually.
2. As a standing committee the CC will be chaired by a Board Director or Board Designee. The Committee Chair shall recommend members to serve on the committee.
3. The KCCA Board Director chairing the CC will act as liaison between the Board, Administration, and the Committee.
4. The Committee Chair may appoint a vice-chair who will serve when the Chair is not available and will appoint a secretary who will record and submit minutes of meetings.
5. The CC shall consist of not less than 3 resident-members in addition to the Board Directors and a maximum number of resident-members as defined by the needs of the committee.
6. Membership should be representative of all KCCA resident members, including sub associations.
7. The CC shall consist of no more than two (2) Board Directors.
8. Length of tenure and/or consecutive term options for committee members will be defined by the need of the committee.
9. The BOD may remove any member of the Committee by a majority vote of a quorum of the Board.

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Meetings:

1. The CC shall meet monthly or as often as necessary to meet its obligations.
2. All CC Committee meetings are open to KCCA members and will take place on KCCA property.
3. Minutes to be recorded and reports generated to be submitted as described below.

Minutes and Reports:

1. Minutes
 - Committee minutes must be approved by the committee Chair or Vice-Chair and clearly labeled "Approved" before submission to the Administrator.
 - The committee secretary will prepare minutes of the meeting and submit them to the Association Office within 3 business days following each meeting.
2. Reports
 - The CC Chair has the option of providing a written report to the Board and/or reporting verbally on committee activities at a Board meeting. Recommendations and findings that require Board action must be provided to the Administrator, along with facts and rationale related to the proposed action, prior to the Board meeting.

COMMITTEE POWERS AND FIDUCIARY RESPONSIBILITIES

The Compliance Committee is not authorized to financially or legally obligate KCCA in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the BOD) unless it has been specifically approved by the BOD.

The Committee has no authority to enter into any binding agreement or take action with any individual or entity unless specifically authorized by the BOD.

The BOD and/or the Administrator also has the right and authority to take actions and/or make decisions with or without involving any committees and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or subcommittee recommendations, should they see the need. The BOD also has the right to amend this Charter, should it be required.

The CC Charter is hereby accepted by the KCCA Board of Directors on _____.