

**Lake Land 'Or Property Owners Association, Inc.**  
319 Land 'Or Drive  
Ruther Glen, VA 22546

**Compliance and Hearing Committee Charge**

*Standing Committee*

*Approved May 23, 2007*

**Purpose**

The Compliance and Hearing Committee is a standing committee appointed by the Board of Directors and is delegated the responsibility of representing the Board in all matters relating to the enforcement of the Restrictions, Bylaws, Rules and Regulations and Building Rules and Regulations of the Association.

**Authority**

- (1) Virginia Property Owner's Association Act; Section 55-513-B.
- (2) Article II, Section 11.4 - Standing Committees; paragraph C. Compliance and Hearing Committee; Bylaws; Rules and Regulations; and Building Rules and Regulations of the Association.

**Membership**

The Committee shall consist of seven (7) members in good standing, none of whom may be current Directors of the Board. Terms shall consist of three (3) members each to serve one year each; two (2) members each to serve two years each; and two (2) members each to serve three years each. A Chairperson, Vice Chairperson and Secretary shall be elected by the Committee members. The Secretary shall be responsible for preparing the decisions of the Committee and the minutes of the Committee's meetings.

**Confidentiality**

All members of the Committee will be required to sign a statement acknowledging the confidentiality of matters before the Committee, agreeing not to disclose any information from the Committee's deliberations. Any breach of confidentiality will result in immediate dismissal of that member by the Board of Directors.

## **Responsibilities**

1. Serve as the tribunal for hearing and deciding upon alleged violations of the Association's Restrictions, Bylaws, Rules and Regulations and Building Rules and Regulations;
2. Submit results of meetings to Administration for the Board of Directors on the cases referred to the Committee and minutes for each meeting of the Committee.

## **Meetings**

Matters may be referred to the Committee by the General Manager and by the Board of Directors. The Chairperson and the General Manager will jointly decide when meetings are needed.

## **Closed Session**

Pursuant to the Virginia Property Owner's Association Act Section 55-510.1, "Meetings" extends the same open meeting requirements that currently exist for the Board of Directors meetings, i.e. notice of meetings and ability to go into closed session.

## **Staff Support**

The General Manager is responsible for:

1. Serving proper notice to members summoned before the Committee
2. Informing members of the Committee of each Committee meeting
3. Providing meeting materials to members of the Committee at least three days prior to each meeting of the Committee and
4. Carrying out any other staff support duties requested by the Committee's Chair.