



**SILVER LAKES ASSOCIATION
FINES REVIEW ADVISORY COMMITTEE**

WHEREAS, Article IX, Section 18, of the Silver Lakes Association By-Laws authorizes the Board of Directors to establish Committees it deems necessary from time to time; and,

WHEREAS, the Board of Directors has determined that the best interests of the Association and its Members would be served by the establishment of a Fines Review Advisory Committee for the purpose of advising and making recommendations to the Board of Directors on matters pertaining to Violations of the Silver Lakes Association Rules and Regulations and related Governing Documents.;

THEREFORE, BE IT RESOLVED, that the Silver Lakes Association Board of Directors hereby establishes the Fines Review Advisory Committee (hereinafter referred to as the Committee) whose scope, authority and purpose shall be as described below:

PURPOSE: The primary purpose of the Committee is to advise the **Board of Directors and Management** on matters pertaining to:

1. Conducting initial hearings resulting from alleged violations of the Rules and Regulations.
2. Determining validity of the alleged violations in a formal hearing according to Civil Code "Due Process" procedures.
3. Determining fair, consistent and appropriate disciplinary action(s) for violation(s), including possible monetary fines and / or suspension of Amenity Use Privileges..

The Committee shall make recommendations to the Board concerning:

1. Assessment of Fines or other disciplinary action(s) for violations.
2. Possible amendments to the Rules and Schedule of Fines.

Committee recommendations shall be communicated to the Board through the Board Liaison(s) for the Committee. Recommendations also shall be included in the Committee minutes, which shall be forwarded to Management within 30-days of the previous Committee meeting for inclusion in the upcoming Open Board Meeting agenda.

It is further understood that the Committee has no responsibility for daily operations, personnel matters or the financial operation of the Association.

MEMBERSHIP: The Committee shall consist of a minimum of _5_ and a maximum of _7_ Members who shall be "in good standing" at all times when appointed to the Committee and while serving on the Committee. (Good Standing shall mean a property owner not delinquent in assessment payment or fines and not having any pending disciplinary action or amenity privileges suspension). The Board of Directors may appoint no more than (1) one non-member (non-property owner) to serve as a member of the committee either at their discretion or at the recommendation of the Committee. Committee Members shall be appointed to serve a one year term.

The Committee Members shall be appointed by the Board as follows:

- A. On or before May 1st of each calendar year, the Committee shall submit a proposed Committee Membership list for the following year to the Board for consideration. The Board may make its own recommendations for the Committee and consider submissions for appointment from the General Membership, at its discretion.
- B. In addition to the Committee representative(s), the Board shall appoint up to three (3) "Board Liaison" members to the Committee.
- C. Committee Members and volunteers must reapply each year for reappointment.

OPERATING RULES

- A. The Committee operating year shall be the Associations fiscal year, with Committee budget funding requests for the upcoming fiscal year (July 1 through June 30) being furnished to the Budget and Finance Committee at the scheduled meeting to be determined.

- B. The Committee shall meet regularly as needed. Additional meetings may be called at the discretion of the chairperson, with meeting space coordinated in advance with the Administration Office. A quorum (majority) of the Committee is not required for the Committee to meet; however, any recommendation to the Board shall first be approved by a majority of the Committee
- C. At the first July meeting each year a Chairperson and Vice-Chairperson shall be elected by the Committee Members. Each elected position requires a majority vote of the Committee Members.
- D. The Chairperson and/or Vice-Chairperson may be removed from their position at any time, without cause, by a majority vote of the Committee Members.

CHAIRPERSON DUTIES:

- A. The Chairperson shall:
 - 1. Appoint a Secretary or who will record, maintain and publish to the Board the minutes of the Committee meeting(s).
 - 2. Preside over, conduct, schedule and advise of the date, time and place of all Committee Meetings.
 - 3. Arrange for meeting areas and prepare agenda for the meetings.
 - 4. Transmit written Committee recommendations and other matters to the Board of Directors as required in this Charter.
 - 5. Preside over the July meeting following his/her term for the purpose of conducting the election of the new Chairperson. Once officially elected, the new Chairperson shall preside over all committee business.
- B. In the absence of the Chairperson, the Vice-Chairperson shall preside over the Committee meetings.

EX OFFICIO COMMITTEE MEMBERS. At least one non-voting Board Member liaison shall attend all Committee Meetings. Meetings cannot take place without at least one (1) Board Member present. A Management or staff representative may be assigned to the Committee but shall not vote on any matters before the Committee and cannot preside over the meeting. **DURATION** It is the intent of the Board of Directors that the _Fines Review_ Advisory Committee continue to exist until disbanded by a majority vote of the Board of Directors.

By the Authority of the Silver Lakes Association

By

Kurt New
_____, President

By

Debbie Valentine
_____, Secretary

Dated:

3/13/24
