

Bylaws /Covenants Conditions & Restrictions Committee

Committee Purpose:

The purpose of the Bylaws/Codes, Covenants & Restrictions Committee will be to assist the Board of Directors with the enforcement of the Declaration of Restrictions of the Brenford Station II Homeowners Association. Specifically, this committee assists the board in regulating external design, appearance, use, and maintenance and use of lots and the common areas.

Committee Responsibilities:

- Committee members must be in good standing and not in violation of current bylaws/ CCRs.
- Committee members must be in good standing with regard to paying HOA fees/ assessments.
- Attend committee meetings regularly and be on time.
- The Bylaws/CCR's Committee is to thoroughly review and analyze the current By-laws/CCR's.
- Offer suggestions to amend the current Bylaws/ CCRs and develop them so that they will serve the greater good of the entire community. And to submit necessary recommendations to the HOA board in order to have them recorded with Kent County.
- Oversees the issuing of notices of violations from Premier Property Management, schedule hearings for the HOA Board who will hear requested appeals.
- Reviews bylaws, policies, procedures, rules and regulations periodically as needed to assure that they accurately reflect the needs of the community, and make necessary recommendations to the Board.
- Committee members will make careful consideration to ensure that the needs of every individual of our community benefit from laws that are in place or the ones that could be amended, with the understanding that the goal is to bring a better quality of life and an enjoyable living experience as well.
- Review best practices that impact the property value of the homeowners.
- To be able and available to carry out the purpose of the committee as stated above.

Committee Organization:

Membership and Leadership

- Committee shall be comprised of no more than five (5) members of the Brenford Station II Maintenance Corporation (homeowners) appointed by the HOA Board and may consist of one (1) or more of the members of the Executive Board.
- The HOA board president shall act as member "ex-officio" and serve as a liaison to the committee.
- The committee chair shall be appointed by the HOA board.
- A majority of committee members shall constitute a quorum, and the carrying vote of a majority of the whole committee shall be necessary in every case.

Specific Duties: Chairperson Responsibilities

- Committee chair must be a member of the Brenford Station II Maintenance Corporation (homeowner).
- Committee chair must be in good standing and not in violation of current bylaws/CCRs.
- Committee chair must be in good standing with regard to paying HOA fees/assessments.
- To guide the committee in setting goals and objectives, and setting a yearly calendar of meeting times and activities so that the committee will reach its goals and objectives. Ensure that the committee meet at least three (3) times annually, but at least monthly when called to committee for specific tasks or assignments.
- To ensure that committee meetings start and end at the specified time.
- To prepare meeting agendas, run meetings, and help the committee follow through on action items.
- To ensure that meeting minutes are prepared for the board's review and represent the committee in discussions with the board.
- To represent the committee in presenting and submitting written proposals at the HOA board meetings.
- To be open to the idea of attending workshops and seminars that benefit the committee.