

# Riviera Community Club

## *Policy and Procedure*

BOT	B 202	Board Committees
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Department	Number	Title				
Philip L. Ronning			7/01/24			
Approved by	Signature	Board approval or N/A	Reviewed initial and date			

### **Policy**

1. RCC's Governing Documents defines the BOT's authority to establish committees to advise on the operation of the Club. These committees include the following standing Committees: Architectural Control Committee, Nominating Committee, and Election Committee.
2. The BOT has created these additional ad-hoc Committees: Compliance Committee, ACC-Forestry Committee, Finance & Budget Committee and Golf and Grounds Committee.
3. Language describing each Standing Committee is found in the Bylaws. The BOT has approved the Charge for each Committee as found below. The Charge for each committee will be occasionally revised at the discretion of the BOT.

### **Procedure**

#### **COMPLIANCE COMMITTEE CHARTER**

The primary goal of the Riviera Community Club Compliance Committee is to support compliance with the Riviera Community Covenants and By-laws and in accordance with the policies and procedures adopted that have been established to maintain the beauty and property value within the community. The responsibility of the committee is to identify violations of said governing documents and notify the Community Development and Compliance Manager and Board of Trustees (BOT) accordingly to contact the owner for compliance.

#### **Compliance Committee Responsibilities:**

1. Develop a clear understanding of the Covenants and By-laws, policies, rules and regulations in order to help residents comply, and to provide effective monitoring and enforcement.
2. Be knowledgeable of the Violation and Fines Procedures and the responsibilities of the Community Development and Compliance Manager and Board of Trustees in each phase of the process.
3. Members also must be become familiar with Architectural Control Committee process since many compliance violations are the failure to submit proper application for home and landscaping improvements.
4. Report suspected violations to the Community Development and Compliance Manager.
5. Review formatting and verbiage of notice templates to ensure compliance with governing documents and appropriate tone for recipients. Tone should mirror a helpful and educational approach to compliance.
6. The Committee shall provide a monthly Committee Activity Update to the BOT one week prior to the BOT'S meeting and present this update at the Board meeting.
7. Members will educate other residents about the Covenants by providing articles for the quarterly newsletter designed to inform and encourage compliance. Members will encourage residents to consult with the Community Development and Compliance Manager for help in complying with and reporting suspected violations of the governing documents.

8. As appropriate, recommend to the BOT any modifications to the compliance process to enhance the effectiveness of the program.

**Policies and Procedures of Assisting in the Enforcement of Compliance:**

1. Committee members will review the Covenants, By-laws, policies, rules and regulations to ensure that monitoring and enforcement is uniform and fair to all residents.
2. Members will walk or drive through the Riviera Community Club regularly to monitor compliance with the governing documents.
3. Community Development and Compliance Manager will conduct a monthly review with the committee to identify any new violations and identify current status of any outstanding violations.
4. 7.02 and 7.03 violations must be escalated to the BOT for review per Section 7.04 of the Covenants.
5. Committee shall not take punitive action against members.
6. No committee member shall trespass on private property without express written permission by the property owner.
7. Committee does not issue violations or apply fines or penalties.

**Size & Quorum:**

1. The committee shall consist of up to seven (7) members.
2. Quorum requirements for this committee shall be three (3).
3. Board liaison assigned to provide communication bridge between the committee and BOT.

**Frequency of Meetings:**

The committee shall meet once per month on a consistent day and time as agreed upon by the Chair and Community Development and Compliance Manager.

1. The Lakes Committee is hereby formed by the Board of Trustees to advise Riviera Community Club (RCC) management on matters related to the maintenance and management of Lake Josephine, Lake Florence and Pine Lake including all associated parks and docks.
2. The Lakes Committee is advisory only.
3. This Committee shall be ad hoc – it will be set aside until such time as a need arises for further deliberation.
4. Matters to be considered will include but not be limited to:
  - a. Chemical Spraying for milfoil, cyanobacteria (blue/green algae, etc.)
  - b. Any manual means employed for aquatic plant management
  - c. Goose poop management
  - d. Aeration
  - e. Member communication regarding
    - i. Fertilizers
    - ii. Septic maintenance
    - iii. Individual spraying requests
    - iv. Toxic algae alerts, etc.
  - f. Weir maintenance
  - g. Debris in water (fallen trees, etc.)
5. The Committee will also investigate and advise on fishing, licensing, fish stocking, boating and launching.
6. Advice will be sought on appropriate signage for the Lakes.
7. At present, docks are considered beyond the jurisdiction of the RCC.