

**CASTLE PINES HOMES ASSOCIATION
Enforcement Committee
Charter**

Adopted by Castle Pines Homes Association Board of Directors
June 14, 2018

1. **STATUS:**

The Enforcement Committee (“*Committee*”) is a standing committee of the Board of Directors (“*Board*”) of the Castle Pines Homes Association, Inc. (“*Association*”).

2. **RESPONSIBILITIES:**

The Committee reports to the Board and is responsible for providing an opportunity to be heard by the Association before the Association levies a fine against the owner. The Committee will adopt and follow administrative procedures intended to provide an opportunity to be heard to alleged violators of the Covenants and Rules and Regulations of the Castle Pines Homes Association and to assure the fair and equitable treatment of alleged violators. To receive and hear complaints from Village property owners or Association staff alleging violation of Covenants and/or Rules. The Committee will determine whether a violation of Covenants and/or Rules has occurred; and initiate appropriate action to correct any violation.

3. **MEMBERSHIP:**

Committee members must be members of the Association and will be appointed by the Board upon recommendation of the Committee Chairperson. The Committee will consist of not less than three nor more than seven members, unless otherwise approved by the Board.

4. **CHAIRPERSON:**

At each March regular meeting of the Committee, the Committee will elect a Chairperson, subject to confirmation by the Board. Before serving as Chairperson, a Committee member should have served on the Committee for at least one year. A Chairperson may serve multiple terms. The Chairperson will be responsible to chair each meeting and will arrange for a Committee member to chair the meeting in his or her absence. The

5. **COMMITTEE MEETINGS:**

The Committee shall meet on the second Tuesday of each month at 3 pm local time in the Castle Pines Homes Association conference room, 688 West Happy Canyon Road, Castle Rock, Colorado 80108. The Committee will establish the number of Committee members needed to be in attendance to constitute a quorum. When possible the Homes Association General Manager and Emergency Services Director shall attend all meetings.