



Meeting Title	Carlyon Beach Home Owners Association Compliance Committee
Date	Tuesday, July, 2023
Time and Location	6:00 pm Clubhouse
Meeting Chairp	Diane Bradford
Note Taker	Sandra Marsh
Invitees	Dianne Bradford, Chair and Board Member Judy Parry Marcia Rugg Sandra Marsh Llyle Morgan Kiffani Iverson Colleen Watson <a href="mailto:dragonfly@jonav.net">dragonfly@jonav.net</a> <a href="mailto:Sandi.allen.cbha@outlook.com">Sandi.allen.cbha@outlook.com</a> Destiny Hargesty@gmail.com
Attachments	Inspection Instructions Process Diagram Compliance Tool Concept Templates: Complaint Acknowledgement, Compliance Result

**Meeting Purpose:** The purpose of the Compliance Committee meeting is to discuss CBHA compliance matters, discuss compliance process improvements, and identify items that should be brought to the attention of the Board. Determine action items, assign tasks, establish timelines.

### Agenda Items

Item #	Topic and Description	Responsible	Time
1.	<b>Welcome</b> <b>Announcements</b>	Dianne	5 minutes
2.	<b>Notes review, agenda additions</b>	Sandra	5 minutes
3.	<b>Board Proposal Decision Status</b>	Dianne	5 minutes
4.	<b>Process Flow Diagram and Narrative</b> <ul style="list-style-type: none"> <li>Additions and revisions</li> </ul>	Kiffany and Llyle	10 minutes



Item #	Topic and Description	Responsible	Time
	<ul style="list-style-type: none"> <li>New templates for complaint acknowledgement and resolution notification</li> </ul>		
	Decisions Tasks Assignees Due Date		
5.	<b>Cloud Based Compliance Process Tool Concepts</b> <ul style="list-style-type: none"> <li>Analysis</li> </ul>	Kiffany and Destiny	10 minutes
	Decisions Tasks Assignees Due Date		
6.	<b>Compliance Inspections</b> <ul style="list-style-type: none"> <li>Discuss Instructions</li> <li>Announce Inspection Date               <ul style="list-style-type: none"> <li>Newsletter, Mail, Readerboard, other?</li> </ul> </li> </ul>	Dianne and Llyle	20 minutes
	Decisions Tasks Request Owner names and contact info from Vantage Assignees Due Date		
7.	<b>Rule and Regulations Changes and Revisions</b> <ul style="list-style-type: none"> <li>Review existing and new recommendations</li> <li>Change Recommendation development process and timeline</li> </ul>	Colleen	15 Minutes
	Decisions Tasks <ul style="list-style-type: none"> <li>Inquire about Board considerations about changes and collaborate</li> <li>Conduct analysis of existing bylaws and rules</li> </ul> Assignees Due Date		



Item #	Topic and Description	Responsible	Time
8.	<b>Communications</b> <ul style="list-style-type: none"> <li>• <b>Board Report Design</b> <ul style="list-style-type: none"> <li>• Review and approve design</li> <li>• Prepare Summary Report</li> </ul> </li> <li>• <b>Bioswale Confusion</b></li> <li>• <b>Inspection Date announcement</b></li> </ul>	Llyle	10 minutes
9.	<b>Next Steps</b>	Dianne	5 minutes
	<ol style="list-style-type: none"> <li>1. Communicate and Coordinate with other committees, staff members, or vendor(s)</li> <li>2. Develop Compliance Storage solution including developing user stories, determination of best tool, development of tool, deployment of solution</li> <li>3. At meeting following inspections determine next steps for all outstanding compliance issues</li> <li>4. Prepare rules blurbs for inclusion in letter templates</li> <li>5. Prepare friendly reminders for new violations.</li> <li>6. Prepare Compliance Letters as needed, proceed as defined in agreed procedure (Vantage to send Certified Mail)</li> <li>7. Develop training materials and provide training on new processes for office and maintenance staff</li> <li>8. Prepart Board Summary Report</li> <li>9. Prepare other communications</li> </ol>	<ol style="list-style-type: none"> <li>1. Dianne, Destiny, Colleen</li> <li>2. Destiny, Kiffany, Llyle</li> <li>3. All</li> <li>4. Llyle, plus others TBD</li> <li>5. All</li> <li>6. All</li> <li>7. TBD</li> <li>8. Llyle &amp; Dianne</li> <li>9. TBD-Colleen?</li> </ol>	
10.	<b>Meeting Closure and Next Steps</b> <ul style="list-style-type: none"> <li>• Summarize Action Items, expected outcomes, responsible volunteers, due dates.</li> <li>• Identify tentative agenda items suggestions for next meeting</li> <li>• Determine next meeting date and time</li> <li>• Thank everyone for participation</li> </ul>	Sandra Marsh Dianne Bradford	10 minutes