

**Naples Reserve Homeowners' Association, Inc.**  
**Compliance Committee**  
**Charter**

**Mission Statement:**

The mission of the Compliance Committee (the "Committee") is to evaluate suspected violation(s) of the governing documents, guidelines, rules and regulations (the "governing documents") of the Naples Reserve Homeowners' Association, Inc. (the "Association") for which a complaint has been made by a deeded homeowner or lessee of a home in Naples Reserve, any Association office personnel, or a member of the Association's Board of Directors ("the Board").

The purpose of this evaluation is to determine whether there is evidence of compliance/non-compliance with the governing documents. The Committee shall investigate, verify and document whether there is evidence of a violation of the governing documents. Confirmed violation(s) shall be communicated to the Association management office, which shall review the information provided by the Committee for the enforcement process.

The Committee is only an investigative committee and has no enforcement duties or powers.

**Committee Members:**

The Committee shall be comprised of at least four volunteer homeowner members who will be appointed by the Board. A Committee member shall have no unresolved violations in the community, shall be current in the payment of all Association assessments, dues, fees and fines, shall not be a convicted felon, and shall have no conflict of interest.

A Committee member may not be a Director or an employee of the Association, and a Committee member may not be the spouse, parent, child, brother or sister of a Director, an employee of the Association, the Committee Board Liaison, or a Committee member.

**Procedure:**

A Committee member will go out in the community when called upon to gather information about a suspected violation. The member may photograph, videotape or audiotape the suspected violation, or interview a complainant where warranted about the suspected violation of the governing documents. That information shall be presented to the Chairperson of the Committee, who then shall determine whether the evidence and information presented is sufficient to forward the complaint and evidence to the Association office management or Board for enforcement proceedings as directed by the Board.

**Term of Committee Appointment:**

The term of office of all Committee members shall be one year. However, all terms shall terminate no later than 30 days after the annual election of the Association. A Committee member may apply for re-appointment to the Committee.

Committee membership is strictly voluntary, and there is no compensation for serving on the Committee.

A Committee member may be removed by the Board with or without cause. Vacancies shall be filled by appointment from the Board.

**Code of Conduct:**

All members of the Committee shall use reasonable judgment, fairness, and respect when investigating a suspected violation(s), or when dealing with any homeowner or any matter involved in the compliance process.

In the event the Committee, by majority vote, determines a Committee member cannot use reasonable judgment, fairness or respect, or cannot comply with her/his duties hereunder, the Committee shall ask that Committee member to resign her/his position with the Committee. If the Committee member refuses to resign her/his position on the Committee, the Committee, through the Board Liaison, shall forward its recommendation for removal to the Board for vote.

**Duty of Confidentiality:**

A Committee member shall exercise discretion and shall disclose only to a Committee member(s), the Committee Liaison, the Association management office, and the Board any information or evidence concerning any suspected violation.

**Meetings:**

The Committee shall meet as necessary; regular meetings are not scheduled. The location of meetings is undetermined but may be held via Zoom or at the Naples Reserve Outrigger or Naples Reserve Island Club.

**Goals and Tasks:**

1. Work closely with Property Management, the Board, the Design Review Committee and the Fining Review Committee to ensure that the Committee has sufficient information regarding the facts and circumstances of any violation to be evaluated.
2. Advise and prepare recommendations or evidence to the Board Liaison and Board concerning rules and regulations within the scope of the Committee's duties and powers.

**Insurance:**

Committee members are covered under the Association's General Liability Officer and Director Insurance Policy for Committee-related activities for actions undertaken within the scope of their duties. No Committee member shall act outside the scope provided herein nor shall any Committee member represent herself/himself as a representative of the Association for matters outside the scope provided herein.

**Purpose of Charter:**

The Committee Charter is designed to provide structure and outline the purpose of the Committee and its members. The details provided within this Charter provide organization, goals, purpose and focus as approved by the Board. The details listed herein do not amend or supersede any provisions in the governing documents or the Florida Statutes. The Board of Directors may amend or revoke all or any of this Charter when it deems it is reasonable and prudent to do so.