

Hawaiian Shores Community Association

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Hawaiian Shores Community Association Enforcement Review Committee

MINUTES FOR
MEETING #1

1/16/2018 @ 6:00 PM

In Attendance: Kathryn Kuhlman, Tom Cumming, Steve Bailey
Absent, Caroline Weber

The first order of business for the committee was to generate the committee's name. After some discussion it was decided to call the committee the Enforcement Review Committee.

The group then went over the Administrative rules and the fining schedule and discussed the meaning of recurring fines and the need for an official notice of fining that would include information about payment, appeal etc. It was once again stressed that every effort to resolve issues with communication and cooperation should be made before fining is considered. It was also stressed that HSCA staff will need to personally verify that a violation took place, especially noise issues that can now be documented with HSCA's dBA meter.

The group discussed how many member the committee should have and it was agreed that five would be a good start. It was further decided that the fifth member should be an HSCA member in good standing rather than another Board member. Tom indicated that he may know someone who might be interested and that he would discuss this with them.

The group then discussed the need for summary type minutes but that it would be very important to keep a more precise record in the event that a member wished to discuss a potential fining situation with the committee. Steve agreed to initially take minutes. The committee also would need a chairperson and Kathryn agreed to serve in this capacity.

The group then discussed how the committee should work with staff relative to CC&R enforcement and fining. It was agreed that staff would advise the committee when they were in a position to recommend fining and that the committee would review these situations and advise staff before the fining notice is sent out. It was also noted that the CC&R appeal process did not necessarily lend itself to use in the fining process. The committee will revise the administrative procedures to include how members can appeal a decision of the Enforcement Review Committee. This would be similar to how this is done with the DRC as members would be given a time frame to express their appeal to the Board of Directors. Additionally, it was recommended that anyone who wanted to make statements before the Enforcement Review Committee would be required to submit their request and their issue in writing to the committee and that they would be given 10 minutes to discuss the matter before a decision is made. Lastly, it was agreed that Steve would work with staff to prepare draft documents for a sample letter and official notice of fine.

The group then discussed meeting frequency and agreed that we would only meet as required, noting the importance to address matters quickly. For most instances, HSCA staff will have a fairly good idea of the need to meet as they would be sending out the notices.

There being no other business for the committee the meeting was adjourned at 6:35 PM.



Steven Bailey

2-26-2019
Date