

MONITORING COMMITTEE CHARTER

The Monitoring Committee shall consist of a chairperson and two (2) or more Members. The Committee shall be appointed by the Board of Directors within thirty (30) days after each annual meeting of the Board and shall serve until succeeding Committee members have been appointed.

The Committee shall elect a chairperson from among its members. If any Committee activity requires Board approval, the chairperson shall submit a written request to the Board.

Two members of the Committee and the Community Association Manager, hereinafter referred to as "Manager", shall conduct visual inspections of the Property, excluding the Common Area, to ascertain whether any infractions of the provisions of Article VIII of the Declaration of Covenants and Restrictions have occurred. The inspections shall take place during the first seven (7) days of each month according to a predetermined schedule (Attachment A). The inspection schedule shall be fixed to ensure that each Village is inspected once every six months and once each calendar month every six years. Each inspection will include all of the Lots within a single Village except that Georgetown and Oxford Villages together will be considered a single Village for these purposes.

Although the Declaration provides guidelines for determining what is or is not objectionable, the standard to be applied is whatever a reasonable, practical, prudent person would consider unsightly, unsafe, unhealthy, or inconsistent with the appearance of the community.

Whenever a majority of those conducting the inspection agree that an infraction has occurred, the Manager shall send a letter requesting compliance to the Owner (First Notice). The letter shall be sent by regular mail only and must, at a minimum, contain the following information:

- a. The name of the Owner
- b. The address, Lot number, or legal description of the infraction location
- c. A brief description of the infraction and the required remedy
- d. A citation of that section of Article VIII which has been violated

The Manager shall keep a record of the infractions and letters sent requesting compliance. The Manager shall provide a copy of the record to the chairperson of the Committee and to the President of the Board.

Any Member of the Association as defined in Article IV Section A(1) of the Articles of Incorporation may notify the Manager of an alleged infraction. The notification shall be in the form of a written letter, dated, signed, and mailed to the Manager. The Manager shall mail a written reply to the Member acknowledging the notification and advising him or her that an inspection of the alleged infraction will take place at the time of the next regularly scheduled inspection of the Property.

At the time of the next regularly scheduled inspection, at least two members of the Committee and the Manager shall re-inspect the infractions found during the preceding monthly inspection, inspect alleged infractions reported by Members, and inspect the next Village on the inspection schedule. Whenever a subsequent inspection reveals that an infraction has been remedied, the Manager shall send a letter to the Owner acknowledging the remedy and thanking the Owner for his or her cooperation. If an infraction has not been remedied, the Manager shall send a second letter to the Owner (Second Notice). This letter shall reiterate the infraction and the required remedy and indicate the possible penalties for continuing non-compliance including a statement of the Association's fining procedures. The letter shall be sent by both certified return receipt requested and regular mail.

This process shall continue from Village to Village throughout the year according to the schedule described in Attachment A. If a third inspection reveals that an infraction has not been remedied, the Manager shall present the case to the Board for determination of appropriate action.

**REVISION APPROVED BY THE BOARD OF DIRECTORS
JANUARY 22, 2009
THIS REVISION SUPERSEDES ALL PREVIOUS REVISIONS**