

# WEDGEFIELD PLANTATION ASSOCIATION POLICY MANUAL

## Section XV

### COMPLIANCE COMMITTEE

#### 1. Administration

##### 1.01 **Purpose**

The Compliance Committee is to assure adherence to the Wedgefield Plantation Association Charter, Covenants, By-laws and policies, and all laws, regulations, and rules (local, state and federal) affecting the Home Owners Association. The president may appoint, or the board may select, any board member to chair the committee.

##### 1.02 **Scope and procedure:**

1. The Compliance Committee shall maintain the by-laws and policy manual in proper condition and updated as approved by the board and/or membership.
2. By-law changes approved at the annual meeting will be incorporated into the by-law manual and subsequently reviewed for impact on the policy manual.

##### 1.03 **Reporting and records:**

1. The committee shall submit to the Board any proposed policy changes for review and first reading. The proposed changes shall be voted on at the next monthly meeting.
2. By-laws changes adopted at the annual meeting will be properly recorded and provided to legal for filing with the county.
3. All changes will be noted in the respective manuals, indicating date, item, and the changes. A permanent record of changes will be maintained per the retention schedule.
4. The on-line versions of the by-laws and policy manual will be updated within ten (10) working days after adoption.

##### 1.04 **Committee Support:**

The Compliance committee will support the board and other committees as required. Committees must have board approval for any and all changes to the policy manual.