

MWF Control Committee
Procedures

1. All submitted complaints are to be designated, "Attn: Control Committee" on envelope. No complaints will be accepted by electronic means. Only those complaints utilizing the approved form, filled out in its entirety, duly signed and dated, will be considered for investigation.

2. Any complaint received as designated with number one (1) is to be delivered in accord with MWFPOA bylaw Article 11 Sec.5.6. The Secretary shall deliver the unopened mail within seventy-two (72) hours of postmark to the Committee chairperson or, if unavailable, to another Committee member. The Control Committee shall assign a number designation to the complaint in order to maintain confidentiality. Confidentiality shall be respected at all times.

3. Investigations

A. MWFPOA bylaws Article IV section 2.2: Upon receipt of a complaint any two of the three Committee members shall conduct the investigation. No Committee member shall conduct an investigation alone.

B. The investigation shall include verification of violation of the MWF deed restrictions and/or bylaws as stated in the complaint.

C. If applicable, a visual inspection of the violation shall be made by no less than two (2) members of the Control Committee.

4. Actions

A. The Committee will send out a letter to the homeowner/occupant of property stating the violation and a request to correct it within thirty (30) days.

B. The Committee will monitor the progress and effort to correct the violation.

C. If necessary, the Committee will send out a second letter, post thirty (30) days of initial letter.

D. Further course of action, as determined by the Committee, shall be discussed by its members if the violation has not been rectified post sixty (60) days of contact.

E. The President of Board of Trustees of the MWFPOA shall be kept informed of all Committee actions.

F. A written report shall be submitted to the MWF Board of Trustees regarding any Committee activities at each Board meeting. Whenever possible, only the designated numbers of any violations shall be used to protect the confidentiality of the parties involved. (1/18/2017)

G. a. Upon review, any action adopted by the Executive Board shall take precedent and be considered final.

b. The Executive Board shall respond to the complainant stating the findings/final decision. (1/18/2017)

H. A report shall be presented to the membership during the MWFPOA general meetings.

5. Considerations

Every attempt shall be made to protect the confidentiality of the involved parties concerning any complaints. On occasion, it may be necessary to solicit assistance from the BOT either collectively or per an individual BOT member or other MWF member. The number designation shall be used whenever possible.

Submitted: August 18,2017
Adopted: