



SHELTER BAY COMMUNITY, INC. RULES COMMITTEE GUIDELINES

Mission Statement: In accordance with the By-Laws, Article VI, Sections 3 and 9, to interpret, enforce and propose changes to the By-Laws, Declaration of Protective Covenants, and any regulations made by the Board of Directors, and impose such fines and take such actions as may be necessary and proper for the enforcement of any of the above listed documents. Additionally, the Rules Committee is responsible to review committee guidelines, in coordination with the affected committee, for compliance with the governing documents. (*Res. 09-08, 2/18/09; Res. 16-05, 2/17/16*)

I. AUTHORITY

A. The Rules Committee is guided by Article VI, Section 9, of the Shelter Bay Community, Inc. By-Laws, Powers and Duties of Directors, to-wit:

Section 9. To appoint a Rules Committee of not less than five, nor more than seven members, of whom two will be Board of Directors members, for the purpose of interpreting, enforcing and proposing changes to the By-Laws, Declaration of Protective Covenants, and any rules or regulations made by the Board of Directors appurtenant to Section 3 of this article. Within seven (7) days of a request by any member or by any committee of the Board, the Rules Committee will schedule a hearing to collect evidence, take testimony and take such other steps as it deems necessary to make determinations of fact regarding violations of any of the above listed documents. All meetings of the Rules Committee shall be open to attendance by any member of the corporation. The Rules Committee shall have the power to impose such fines, sanctions, denials of privileges and to take such actions as may be necessary and proper for the enforcement of any of the above listed documents. An appeal of a decision of the Rules Committee must be made in writing to the Board of Directors within thirty (30) days after receipt of a notice of such decision, in accordance with the Declaration of Protective Covenants, Article V, Section 3, Administrative Appeal Process.

B. The Rules Committee is guided by Rules and Regulations, Part II, Administrative, Chapter 20, Committees, the Rules Committee will review committee guidelines, in coordination with the affected committee, for compliance with the governing documents and as to form.

II. OPERATING GUIDELINES

A. General Guidelines

1. The Rules Committee is to enforce all such Shelter Bay Community Rules and Regulations, By-Laws, and Covenants as currently written and to be the procedural experts on all such governing documents.
2. Committee guidelines will be reviewed by the Rules Committee, in coordination with the affected committee, for compliance with the governing documents, edited into proper form as prescribed by the Board, and forwarded to the Board for consideration.
3. Should the mediation of a problem be proposed or more information needed, no less than two members of the Committee shall be present at any meeting with the parties involved.

B. Business Operations

1. The Rules Committee will meet monthly at a date, time, and place to be duly publicized. If there is no business to be transacted, the chairperson may cancel the meeting. The Rules Committee Chair may call special meetings as necessary.

2. The Rules Committee Chair will approve agenda items for the regular and special meetings of the committee, will conduct the committee meetings, and, with the assistance of the secretary, prepare and deliver correspondence and reports as are appropriate.
3. The Rules Committee Chair may appoint a secretary, who will take meeting minutes and file a copy in the business office. Copies of records pertaining to appeals shall be kept in the lot files.

C. Hearings

1. The Rules Committee Chair shall schedule, within seven (7) business days of the filing of an appeal, a meeting for the purpose of hearing the appeal. The hearing will be held within 30 days of the filing of an appeal.
2. The processes and procedures for an appeal, as found in the Rules and Regulations, Part II, Chapter 20, Committees, shall be followed.
3. Per the Shelter Bay By-Laws, Article VI, Section 9, when a Committee decision is appealed to the Rules Committee, the Rules Committee will collect evidence, take testimony and take such other steps as it deems necessary to make determinations as to whether the Committee followed their guidelines and all other pertinent governing documents in reaching the Committee decision being appealed. Rules Committee decisions may be appealed to the Board relevant to the merits of the issue and governing documents followed.

D. Fines

1. The Rules Committee has the power to impose fines and take such actions as may be necessary and proper for the enforcement of the governing documents. Fines will be imposed as outlined in Rules and Regulations, Part I – General, Schedule of Fines, and will not be reduced or suspended. Only the board of directors can mitigate fines and/or determine compromises.
2. The Manager or the appropriate committees may file a “Request to Rules Committee for Levy of a Fine” form with the Rules Committee. Upon receipt of the form titled “Request to Rules Committee for Levy of a Fine” (attached hereto), the Rules Committee Chair shall place the Levy of Fine request on the next meeting Agenda for consideration. Fines shall be levied per the Board approved Fine Schedule. Fines levied are appealable to the Rules Committee.
3. The Rules Committee will notify the affected committee of its decision.
4. When a fine is levied, the manager will keep the Rules Committee apprised if and when the fine is paid.

E. Ballot Issues

1. A deadline for members and committees proposing ballot issues for consideration of the board will be established by the board. At no later than the regular March meeting, the Rules Committee will review and formalize a recommendation to the Board of Directors on each submitted proposal for a ballot issue. The Rules Committee Chair will deliver the Committee’s recommendation to the Board of Directors at their regular March meeting.
2. The Rules Committee may, on its own initiative, propose to the Board of Directors any ballot issue which would change the By-Laws, Protective Covenants, and/or Articles of Incorporation.

F. Request to Rules Committee to Levy a Fine Form – next page.



shelter bay community, inc.

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Request to Rules Committee for Levy of a Fine

Committee Requesting the Fine:	Date:
Signature of Committee Chair:	

Member Information			
Member Name:	Lot Number:	Street Name:	Phone Number:
Mailing Address:	Alternate Phone Numbers:		

Violation Information		
Violation of: (check one and enter section, paragraph, rule number or explain other)		
<input type="checkbox"/> Protective Covenants	<input type="checkbox"/> Rules & Regulations	<input type="checkbox"/> Other
Article: Section:	Section:	Explain:
Description of Violation: (attach any supporting documentation)		
Other Relevant Information:		

Recommended Fine Information
Recommended Fine:

Rules Committee Action	
Date of meeting:	
Fine Levied: Yes or No	If yes, the amount of the fine is: \$
Findings of the Rules Committee:	
Signed by the Rules Committee Chair:	Date:

The Rules Committee meets regularly on the date and time as published on the Community Calendar.