

BCA ORGANIZATION & COMMITTEE CHARTER

TITLE: HEARING PANEL (HP)

COMMITTEE TYPE: STANDING COMMITTEE

MISSION:

To improve the lives and property values of the residential and commercial members of Brandermill by providing an independent body to hear appeals regarding violations of the Covenants of the Brandermill Community Association, and by making decisions on those appeals on behalf of the BCA Board of Directors and the Brandermill Community Association.

GOALS

1. Review and determine the nature and extent of violations of the published Covenants and restrictions (the Covenants) of the Brandermill Community Association.
2. In accordance with the Virginia Property Owners Association Act, notify members of their right to appeal reported violations, and the date, time, and place of the hearing.
3. Hear appeals of residential and commercial members of the BCA concerning violations of the Covenants, and make decisions based on the facts of each case.
4. When indicated, determine the appropriate levies and fines for violations of the Covenants.
5. Notify residents promptly of the decisions of the Hearing Panel indicating that the Hearing Panel's decisions are final unless appealed to the BCA Board of Directors within two weeks.
6. Clearly document the decisions of the Panel, with their rationale when not self evident, and promptly report them to the BCA Board of Directors.
7. Inform members of the BCA of suggestions and changes in the strategies of the Hearing Panel to enhance compliance with the Covenants, by requesting that staff prepare and publish articles in the Village Mill, and on the BCA website, and by other appropriate means.

ORGANIZATIONAL STRUCTURE AND PROCESSES:

The Hearing Panel reports to the BCA Board of Directors and operates according to the provisions of this Charter, the bylaws of the Association, the BCA General Policies for Committee Operations, and any other regulations that may be promulgated by the Board from time to time.

At full strength this committee shall have seven members. The rules governing membership terms, BCA Board liaisons and BCA staff liaisons and other standards for the operation of this and other BCA Committees are

stated in the BCA Board approved document titled Brandermill Community Association General Policies for Committee Operations.

COMMITTEE POLICIES:

Written minutes will be submitted to the BCA Board of Directors following each meeting of the committee. Whenever an action taken by this committee requires action by the BCA Board of Directors the committee chair should prepare a document separate from the minutes and provide this document to the BCA President describing the action. The Chair or the Chair's designee should attend the BCA Board meeting and report in person to the Board whenever Board Action is sought by the committee or when activities of the committee merit such reporting. The membership list of the Hearing Panel will be updated as required and kept on file in the BCA Office.

STAFF LIAISON

The Director of Property Management will serve as staff liaison to this committee.

REVIEW

This Charter will be reviewed annually by the Board

APPROVAL

This Charter was approved by the BCA Board of Directors at the Board Meeting held September 8, 2014 and supersedes all previous charters approved prior to this date.