

## Property Committee Interface with Executive Committee Policy

The Property Committee will be the contact point for any property concerns from Unit Owners in Laurel Park. Relevant concerns include issues regarding common property and issues at the intersection of common property and personal property. The Property Committee maintains a cell phone so Owners can contact them. At all times, there will be one member of the Property Committee designated by that committee to be responsible for the cellphone.

Any correspondence sent to the Property Committee email ([propertycommitteelp@gmail.com](mailto:propertycommitteelp@gmail.com)) will be forwarded to all members of the Property Committee. Any correspondence sent to the Executive Committee email ([laurelparkec@gmail.com](mailto:laurelparkec@gmail.com)) will be forwarded to all members of the Executive Committee. The Property Chair may forward Executive Committee email to the Property Committee as appropriate.

The Property Committee will discuss issues with Unit Owners, gather pertinent information, and make recommendations to the Executive Committee when:

1. The Property Committee makes any proposal having financial implications that fall outside of routine operations such as snow plowing or leaf pick-up, which have previously been approved in the budget, in which case the Committee will provide to the Executive Committee all proposals and relevant quotes needed to implement. Any decisions requiring financial commitment must be made by the Executive Committee.
2. Any changes to the contractual agreement between Pancione Associates and Homeowners at Laurel Park must be made through and by the Executive Committee.
3. Any actions to enforce rules or bylaws, or which are specifically mandated by the by-laws to be the responsibility of the Executive Committee, must be made by the Executive Committee.

The Property Officer will send a draft of the monthly meeting minutes from the Property Committee to the Executive Committee a week before the subsequent Executive Committee monthly meeting. The Property Committee minutes will be published with the monthly Executive Committee minutes under the Property Officer's Report. The Property Committee minutes will include a monthly log of any issues raised by Unit Owners. This will include the date of the report, description of the issue, date and description of action taken, progress and resolution.

In the event the Property Committee observes or receives notification of a Unit Owner who is violating a property related bylaw, the Committee will gather information. The Property Committee will notify the Executive Committee of which rule or bylaw has been violated and the Executive committee will determine the appropriate corrective action. All letters of warning or fines shall be issued by the President of the Executive Committee and held in record by the Clerk.

The Property Committee may develop policy proposals regarding common land or bylaw amendments and present these to the Executive Committee for review.