

# DECEPTION PARK VIEW ASSOCIATION

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P.O. Box 2446, OAK HARBOR, WA 98277

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## BOARD OF DIRECTOR'S POSITION DESCRIPTION COVENANTS AND BYLAWS CHAIR

The Covenants and Bylaws Chair of the Association will be responsible for the following:

- Keeping the Covenants current and updated
  - Form a committee to assist in reviewing and revising
  - Submit proposed revisions to the Board for approval
  - Submit Board approvals at the annual or special meeting for resident approval; send to webmaster to publish on webpage as draft/pending revisions
  - Send final Board and resident approvals to the webmaster to publish on webpage (if different than the draft/pending version)
  
- Keeping the Bylaws current and updated
  - Form a committee to assist in reviewing and revising
  - Submit proposed revisions to the Board for approval
  - Submit Board approvals at the annual or special meeting for resident awareness
  - Send to webmaster to publish on webpage once Board approved
  
- Serve as Covenants/Bylaws Enforcer
  - Periodically scan the neighborhood for violations
  - Send violation letters with a deadline for compliance to include pictures to resident and landlord (when applicable)
  - Hold resident accountable by issuing fines and/or extensions
  - Report to the Board current status on violations/compliance/fines
  
- Other duties as may be assigned by the Board from time to time
  - This position **must** be held by other Bylaw-specific board positions such as president, vice president, secretary or treasurer.

Note: The Covenants and Bylaws Chair not listed in our Bylaws. However, our Bylaws state in Article VI, Section 10: In addition to the foregoing officers, the Board of Directors may, from time to time, elect such other officers as they may see fit, with such duties as the Board may deem proper.