

**NEW HORIZONS SOUTH BAY ASSOCIATION**  
22727 MAPLE AVE., TORRANCE, CA 90505  
Office (310) 325-3080 Fax (310) 325-8926

**CHARTER**  
**CONDOMINIUM CODE ENFORCEMENT**

**PURPOSE -**

- (1) To advise and inform Condominium residents on Code Enforcement requirements as they pertain to the residents and their property.
- (2) To evaluate and recommend Code Enforcement measures for the protection of the Condominium Common Area facility.
- (3) They ARE NOT a police force, or communication center, for relaying information between residents and civic agencies, i.e. the City Police, Fire Department, Sheriff's Office, etc. The individual resident is responsible

**ORGANIZATION -**

The committee is comprised of volunteer representatives of the Condominium. The Chairman is an elected member of the Board of Governors assisted by:

- a. Deputy-Chairman
- b. Secretary
- c. Newsletter Correspondent

**RESPONSIBILITY -**

**(1) *Committee Chairman -***

- (a) Reviews established "Charter for Committee Chairman" and proceeds accordingly.
- (b) Reviews current Committee membership and obtains new members as required.
- (c) Presides at all Committee meetings and represents the Committee at the Board of Governors meetings.
- (d) Keeps Board of Governors informed on code enforcement matters as they pertain to the condominium common area facility.
- (e) Directs and coordinates the dissemination of code enforcement information.
- (f) Assign Committee members to routine/special code enforcement inspections of the condominium area facility.

**(2) *Deputy-Chairman -***

- (a) Acts for the Chairman in his absence.
- (b) May perform all functions for the Chairman EXCEPT to make a motion or vote on matters being considered by the Board of Governors

**(3) *Secretary -***

- (a) Takes and prepares the minutes of the meetings.
- (b) Minutes are submitted to the Committee Chairman for review and use in preparing monthly reports to the Board of Governors.

**(4) *Newsletter Correspondent -***

Reports Committee actions, events or information for the New Horizons Newsletter.

**(5) *Committee Members -***

Are responsible for attending committee meetings and assisting the Chairman in accomplishing the objectives and responsibilities of the Committee.

**Principle Functions**

- (1) Assists in the development and implementation of Code Enforcement measures as they apply to the Condominium.
- (2) Evaluates major trends, new methods and techniques in code enforcement as they apply to residents and the condominium common area facility.
- (3) Serves as an advisory and coordinative unit in the evaluation and dissemination of code enforcement information as it applies to the condominium.
- (4) Initiates and provides pertinent code enforcement information for residents through the New Horizons Newsletter and other publications as deemed necessary.
- (5) Reviews WRITTEN code enforcement suggestions and complaints which have been filed in the condominium office and if necessary makes recommendations to Board of Governors for corrective actions.
- (6) Performs periodic inspection of condominium common area facility and makes recommendations to the Board of Governors to assure adequacy and/or improvement of code enforcement requirements, i.e. location and type of lighting, time for the lights to be turned on and off, alarm systems, etc.

***It is mandatory* that all Funded Committees clear with the Budget Committee and the Board of Governors any transfer of budgeted funds to non-budgeted use, as well as the disposal or transfer of Association funds or equipment.**

**Nothing in this charter authorizes the acquisition of Asset property, signing of contracts binding upon the NEW HORIZONS - SOUTH BAY ASSOCIATION nor disposal of NHSBA property without prior authorization and concurrence of the Board of Governors**