

**Organization of Tiffany Park Homeowners**  
**Guidelines for Community Cooperation Committee**

November 21, 2022

1. General Mission of the Community Cooperation Committee (CCC)
  - a. The CCC's mission is to maintain the livability, character, and environment of our community and to enhance property values throughout our neighborhood. To accomplish this mission, this committee will promote a sense of community by engaging and empowering all our homeowners to take responsibility for seeing that the CC&Rs (Covenants, Conditions and Restrictions of the Organization of Tiffany Park Homeowners) are observed.
  - b. The committee will use the CC&Rs, established when our area was developed, as guidance, and work closely with our management company, Berkshire Hathaway HomeServices Caliber (BHHS-Caliber), to identify compliance issues and communicate with homeowners to seek resolution.
  - c. The CCC is responsible for interpretation of the CC&Rs and has the right, but not the obligation, to enforce any or all provisions within these CC&Rs.
  - d. The CCC has the authority to consider and if necessary, verify issues of compliance with the CC&Rs.
  - e. All decisions made by the CCC may be appealed to the Board, as prescribed by the 209 Hearing Policy for the Organization of Tiffany Park Homeowners, Inc. Upon majority vote of the Board, such appeals may be upheld, reversed, or remanded back to the CCC for further consideration.
  - f. The CCC will coordinate its activities with the BHHS-Caliber HOA Management Office.
2. Membership of the CCC
  - a. Three Board Members will be appointed to this committee by the other members of the Board of Directors of the Organization at the first regular Board meeting of the year in February with new terms beginning immediately.
  - b. Members will serve for one year with no term limits.
  - c. The Board will appoint one member of the CCC to serve as chair.
3. Procedures for reporting issues include three sources for communicating potential non-compliance problems.
  - a. Reported by BHHS-Caliber as a result of non-compliance observed during drives through the development.

- b. Identified by members the CCC and members of the Board as a result of their observations or communications from neighbors and reported to BHHS-Caliber.
  - c. Communicated by homeowners with questions or concerns about non-compliance by calling (979) 703-1819 or emailing [hoa@bhhs caliber.com](mailto:hoa@bhhs caliber.com).
4. Once the issue has been reported, BHHS-Caliber will work with the CCC to verify, notify the offending homeowner, and resolve the issue.
  5. Repeat offenders. Notices to the offending homeowner will be identified as first, second, and third notice. After the third notice, the next notification will be sent by the HOA's attorney, the cost of which will be billed to the homeowner (usually between \$300 and \$350). The letters will become progressively less friendly, describe the three notices, and the fourth letter from to the attorney, which result in a charge to the homeowner.
  6. Once the homeowner has received the first and second notifications and before the issue is sent to the attorney, the homeowner may appeal to the full Board of Directors. The appeal procedures are prescribed by the 209 Hearing Policy for the Organization of Tiffany Park Homeowners, Inc.
  7. BHHS-Caliber will provide monthly reports to the CCC and the Board, showing reports of non-compliance, sources, notifications, and results.

The following Board members comprise this committee for 2022-2023: Eleanor Ford, chair, Roger Norton, and Marilyn Thompson.

Guidelines approved by the Board of Directors by email poll on December 7, 2022.