



## APPEAL PROCESS

When a violation warning notice is sent to a unit owner, such notice shall include a statement notifying the unit owner that he/she has the “Right of Appeal”.

When a unit owner desires to appeal a violation, he/she must notify the Management Company in writing within fifteen (15) days after the date of the violation notice containing the fine.

Appeals shall demonstrate extenuating circumstances which require deviation from the CC&Rs and/or the Rules and Regulations.

Appeal shall include all pertinent backup information to support the existence of the extenuating circumstance.

All decisions of the Board are final and may not be further appealed.

Any appeal that does not meet the above requirements shall not be heard by the Board and shall be considered denied.

The unit owner appealing the violation will be given written notice that a hearing on the appeal is scheduled.

The appeal shall be heard in an Executive Session.

A Board Member will introduce all parties.

The unit owner who is appealing will be asked to state their case and present any applicable documentation.

Lengthy discussions are not a part of an appeal process.

Each Board Member will have the opportunity to ask the unit owner specific questions regarding the appeal.

Upon completion of the question and answer period, the Board President will state the appeal has been heard and the Board will make their decision in a closed session.

Written notice of the Board’s decision will be delivered to the unit owner within seven (7) working days.

If the appeal is denied, the unit owner must bring the violation into compliance within seven (7) days.

If the violation still exists after seven (7) days, the unit owner will be fined \$50.00 every day until the violation is corrected.

In addition, the Board may seek legal action to remedy the violation. All costs of legal action will be billed to the unit owner and collected in the same manner as an assessment.