



# INFORMATION ABOUT YOUR BOARD APPEAL REQUEST

1. The Board Appeal Request form must be completely filled out. If the form is not complete, it will be returned for completion.
2. Any violation(s) that you wish to have the Board review must be listed on the Board Appeal Request Form.
3. Board Appeal Hearings are scheduled in the order requests are received by the management company. Requests are typically heard within 60-days from the date the request is received.
4. The violation(s) was initially reviewed at a Compliance Hearing by the Compliance Committee members. The Board Appeal goes before the Association Board of Directors, and the Appeal Hearing will be the first time those individuals have reviewed the violation.
5. You will be notified by mail of the date and time of the Appeal. Upon arrival at the Association office, you will be asked to sign in. The Board will meet with each homeowner (or authorized contact) according to the order of the sign-in sheet.
6. Attendance at the Appeal is not required, but it is highly recommended.
7. Please bring any information, pictures, and other documents pertinent to the Appeal.
8. The Board asks that you to limit your verbal response to three (3) minutes.
9. The Board will deliberate in private and their decisions are based on the facts presented.
10. A letter with the Board's decision of the Appeal will be mailed within 30-days to the address the Association has on record.
11. Homeowners (or authorized contacts) are granted only one (1) Board Appeal per violation, and the decision of the Board is final.