



# Board Appeal Request

Owner \_\_\_\_\_ Account # : \_\_\_\_\_ Phone \_\_\_\_\_

Unit Address \_\_\_\_\_ Email \_\_\_\_\_

<p>Only <u>ONE</u> board will see this request.</p>	SELECT <u>ONE</u> COMMUNITY:		
	<input type="checkbox"/> <i>Bella Sera</i>	<input type="checkbox"/> <i>Highline</i>	<input type="checkbox"/> <i>Monterosso Vintage</i>
	<input type="checkbox"/> <i>Cirrus</i>	<input type="checkbox"/> <i>Interlude</i>	<input type="checkbox"/> <i>Olympia Ridge</i>
	<input type="checkbox"/> <i>Civano</i>	<input type="checkbox"/> <i>Lennar Masters Collection</i>	<input type="checkbox"/> <i>Royal Highlands</i>
	<input type="checkbox"/> <i>Estates</i>	<input type="checkbox"/> <i>Lone Mountain Heights</i>	<input type="checkbox"/> <i>Sandalwood</i>
	<input type="checkbox"/> <i>Monterosso Premier</i>	<input type="checkbox"/> <i>Sedona Ranch</i>	<input type="checkbox"/> <i>Skye Canyon</i>
		<input type="checkbox"/> <i>Southern Highlands</i>	<input type="checkbox"/> <i>The Legends</i>
		<input type="checkbox"/> <i>Tuscan Cliffs</i>	<input type="checkbox"/> <i>Vintage Valley</i>

Violation Type: \_\_\_\_\_ Start Date: \_\_\_\_\_

Why should fines be reduced/removed (attach an additional sheet if necessary):

<b>CURRENTLY DUE</b>
As of _____
Fines _____
Interest _____
<b>TOTAL DUE</b> _____
<b>TOTAL OFFER</b>
\$ _____
(MUST COMPLETE)

**AUTHORIZATION:**

**\*\*Due to COVID-19 and social distancing requirements, I understand that I am unable to attend the scheduled Board Appeal Hearing in person. In order to proceed with my request, I choose to:**

**OFFER MUST BE FILLED IN**

- Attend hearing via phone \_\_\_\_\_ (phone number to reach me for the hearing)**
- Waive my right to attend and understand the Board will make a decision based on the notes in my account along with my written statement provided herein.**

- I understand that I must enter an amount in the "TOTAL OFFER" section above for my request to be processed.
- I understand that fines will continue to accrue until the violation is corrected.
- I understand that it is easier for the Board to understand the issue if I attend the hearing or submit a full written statement.
- I understand that this breakdown was provided for the purposes of obtaining amounts due as of the date of the request. Additional fees and charges may be assessed (subsequent to the dissemination of this information) as described in the Association's Governing Documents and Policies.
- I understand that there is no guarantee the Board will accept my offer.
- I understand that all fees charged by a third party agency must be handled directly through that agency.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# 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 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.