1. Board will investigate all member complaints regarding violations to the CC&Rs within 15 days of receipt
   1. Name of member submitting complaint will remain confidential
   2. Anonymous complaints will not be addressed
   3. Complaining member will be notified of the receipt of the complaint
      1. Follow up to complaints will be confidential
2. Board investigates
   1. Any two board members can investigate complaint and report to board
3. Board decides if complaint merits a violation notice and/or hearing. If board feels the complaint does merit action see steps below
   1. All board members will be noticed regarding the complaint
   2. Four board members are required to approve before notice of hearing/violation is sent
   3. If merited by steps above the board will send a first class letter, for properties with questionable mailing addresses a posting will be made on the property
      1. Letter will contain alleged violation
      2. Hearing date
      3. Rights to reschedule
      4. Other legally mandated information
4. Hearings will be held no less than 10 days nor more than 20 days from date of notice
   1. Hearings can be in person, video, telephone, or member can submit written statement
   2. Members will be allowed to request 1 reschedule of meeting.
   3. Hearings will be comprised of a minimum 4 of board members
   4. After hearing, board will adjourn to private session to reach a decision on fines/compliance
   5. Board will inform the member in writing either by first class mail or email depending on member’s preference within 3 days of hearing
5. At the end of the time given for compliance, 2 board members will follow up with member on progress and report back to board
   1. Member will be notified of status of the follow up to the violation in writing either by first class mail or email depending on member’s preference
   2. If condition If the issue is resolved within this 􀆟me frame or if significant progress is demonstrated, the fine may be suspended
   3. If there is substantial non-compliance, additional and ongoing fines may apply as well as escalation to the county authorities for remediation

\*\*\* all income from fines will be placed in an abatement fund.