

Pine Ridge Review Committee Procedure

Authority

The Pine Ridge Property Owners Association, Inc. (herein "Association") Board of Directors shall appoint a minimum of three (3) Review Committee Members (herein "Committee"). The sole purpose of the Committee is to review and provide an opportunity for hearing to the member, tenant, guest or invitee of a member (herein "Member") as per statute concerning fines that have been proposed by the Board of Directors (herein "Board"). The majority of the Committee must be present to commence at a hearing. Based on the Committee's review a proposed fine may be imposed or eliminated.

Fine Hearing and Appeal

The "Association" must provide not less than fourteen (14) days prior notice to the Member to be fined and an opportunity for a hearing before the Committee.

The notice shall:

1. State that the meeting is optional to the Member and if the Member does not attend that decisions will be based on the documentation on file.
2. State a date and time of meeting and shall provide for evening appointments if necessary to accommodate Member work schedules or other reasons determined to be valid by the Committee.
3. State that fines shall commence as stated in the notice, until the Architectural Design Committee (herein "ADC") or its agent, or the Association Representative in the case of a delinquent monetary obligation, are notified that the violation has been resolved or the monetary obligation has been satisfied. If inspection reveals that the violation has not been resolved, or the monetary obligation has not been satisfied, the fine will continue per the original notice schedule until inspection reveals the violation has been resolved or the monetary obligation has been satisfied.

Adopted 10.27.10

4. Contain other appropriate and necessary information.

The basis of the fine shall be shown in the documentation used by the Board to make its decision.

An ADC member or its agent will be available to answer any questions on Deed Restriction violations that may require clarification beyond what is available in the file used by the Board to propose the fine.

An Association Representative will be available to answer any questions on a monetary obligation that has not been satisfied beyond what is available in the file used by the Board to propose the fine.

The Member who is proposed to be fined shall be given the opportunity to present evidence as to why the fine(s) should not be imposed.

Considerations

1. Was a letter sent to the Member identifying the nature of violation and referencing the specific provision of the Deed Restrictions that has been violated, or delinquent monetary obligation? Was an appropriate amount of time allowed to remedy the violation (e.g. 2 days to move a vehicle or 30 days to modify a fence) or to pay the monetary obligation?
2. If it is a violation of the Deed Restrictions, were Deed Restriction notice procedures followed including stating that a final warning is being issued and that if not completed by (time allowed), that a fine may be imposed?
3. Was the Member advised in writing of the time (not less than 14 days) and place of the show cause hearing?
4. Any other pertinent information.

Deliberation and review of documentation.

The Committee will review the documentation and determine the appropriateness of said fine and if it should be imposed. A determination will be made by the majority vote of the committee. The Member will be notified in writing of their decision.

Collection of Fine

Adopted 10.27.10

The fine(s) shall be collected under the Associations' Collection Procedure.