

## Special Hearing Procedures (Variance, Covenant Violation, DRC Violations)

1. Must have documentation that supports communication between two parties.  
(Variance request forms, courtesy and violation letters, construction violation letters)
2. A written Statement of Violation which specifies alleged violation(s) and which sets a date and time on which matter will be heard by the Executive Board (at least a quorum must be present) or by a panel appointed by the Executive Board.
3. The hearing date shall be no earlier than 10 days following the date on which the Statement of Violation is given to the owner.
4. The owner(s) so notified shall have the right to appear at the hearing in writing and/or in person, to be represented by counsel if he chooses, to present any relevant evidence and witnesses, and to cross-examine any witness testifying against him.
5. Following the hearing, the Executive Board or the appointed panel, acting by majority vote, shall determine if a violation or violations have occurred, and if so, the amount of the reasonable fine that is to be delivered under the circumstances. If the hearing is before a panel, the panel shall deliver its written determination to the Executive Board, which shall in turn levy the Reimbursement Assessment.
6. The Executive Board shall levy a Reimbursement Assessment against the offending Owner(s) for the amount of the fine so determined, and shall provide to the offending Owner(s) written notice of (i) the determination made by the Executive Board of panel, and (ii) the amount and due date of the Reimbursement Assessment, which due date shall be no earlier than 30 days after the giving of such notice.