

ASSOCIATION OF EDGEWATER LANDING OWNERS, INC.
VIOLATION REVIEW COMMITTEE
POLICIES AND PROCEDURES

PURPOSE: The Violation Review Committee has the responsibility to review each fine or suspension of resident rights proposed by the Board of Directors for violations of the governing documents of the Association of Edgewater Landing Owners, Inc. No fine or suspension may occur without review by and approval of this Committee.

COMMITTEE STRUCTURE: The President of the Board of Directors will appoint a Violation Review Committee Chairperson each year. The Chairperson shall appoint four (4) additional members and two (2) alternates. Members of this Committee may not be officers, directors, or employees of the Association, or the spouse, parent, child, brother, or sister of an officer, director, or employee.

REPORTING: The Chairperson, or designee, shall report to the Board of Directors on violation review actions as requested by the President of the Board of Directors.

PROCEDURES:

1. Violators are notified by mail or hand delivered letter of identified governing document violations, and have ten (10) days to initiate corrective action or petition the Board of Directors for a review of the violation.
2. If no action is taken by the violator within ten (10) days, the Board of Directors will notify the violator, by mail or hand delivered letter, that a meeting of the Board of Directors will be held, in no less than fourteen (14) days, which will include a discussion of the violation to determine if a fine or suspension of resident rights should be imposed. A proposed fine or suspension will be submitted to the Violation Review Committee for review.
3. The Committee will notify, by mail or hand delivered letter, the resident or person subject to fine or suspension of rights of a hearing to be held by the Violation Review Committee, and that the purpose of the hearing is to review and confirm or reject the proposed fine or suspension of rights. The hearing will be scheduled for a date no sooner than fourteen (14) days from the issuance of the notification letter.
4. Hearing Procedures:
 - a. The Violation Review Committee Chairperson or his/her appointee shall conduct the hearing and shall rule on all questions of procedure or process.
 - b. A record will be kept of the proceedings.
 - c. The Committee will hear from the Board of Directors or its' representative and from the party subject to fine or his/her representative(s). Each side will prepare a list of persons to be heard at the hearing and give it to the Committee at least five (5) days prior to the hearing.

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- d. After all designated representatives have been heard; the Committee will discuss the matter without further commentary from the participants, and vote on whether or not the Committee considers the fine and/or suspension of rights to be approved. The majority vote of the Committee members present will prevail, however there must be at least three (3) members present for a quorum.
5. A written report of the Committee's findings will be sent to the Board of Directors and to the resident or person subject to fine or suspension of rights. The Board of Directors may not override the Committee's finding to reject the proposed fine or suspension of rights.