

## **Congressional Village Condominium Homeowners Association**

*The Appeal Process is an opportunity for a Unit Owner to clear up misunderstandings, defend their position on a rule waiver request, and/or request additional time for corrective measures of a rule violation.*

### **RULES VIOLATION APPEAL PROCESS**

1. A Unit Owner may request a Council Review regarding a violation notice of the documented Rules and Regulations by submitting the Appeal Request Form\*, either by postal mail or electronic means, within 10 (ten) days of notice of the violation, to the Property Manager or Council Contact.

- At any time during this process, the Unit Owner may contact the Property Manager or Council Contact Member for assistance.
- Appeal Request Form\* will be included in initial contact letter.

2. A reply to the Unit Owner, verifying receipt of Appeal Request and scheduling a requested Appeal Hearing date and time, will be made within 10 working days from receiving the request, via electronic means or postal mail.

3. Owner may opt to waive a Council hearing and submit a request for a rule variance, via written or electronic means to the Property Manager or Council Contact.

- Property Manager or Council Contact shall provide copy of request to Council members for review, prior to discussion, of the situation.

4. Council will review and discuss Appeal at the next scheduled Council meeting or a mutually agreed upon date and time. Electronic communication is an acceptable means of communication.

5. Owner will be notified via certified mail of Council's decision regarding the rule violation and/or fine assessment. Copy to be placed in Unit folder.

**Council Decisions are Final.**

\* **Appeal Request Forms** are available from the Property Manager or Council Contact.