

Appeal Process

If a homeowner feels the violation is not warranted, or feels that clarification of the violation is necessary, they must submit an appeal within 15-days after the date of the letter on the notice of violation. The appeal should be in writing and deposited in the HOA mailbox with homeowner e-mail and other contact information for a hearing date.

If the ruling on the appeal is in favor of the homeowner, then a notice of resolution will be issued to the homeowner.

If the ruling on the appeal is not in favor of the homeowner, they are subject to the aforementioned fine schedule. The time will begin to accrue again, without counting the appeal period, upon official notice to the homeowner of the committee's decision.

When an appeal is presented, a committee of three Cooper Crest homeowners, who reside in the neighborhood, will convene and a ruling will be rendered. Committee membership shall consist of at least one HOA board member. The other two members may meet the conditions outlined above; otherwise, they must be non-board member homeowners living in Cooper Crest and not affiliated with the builders. Committee membership under the conditions outlined above will be selected as needed by the Chair of the Appeals Committee and approved by the Board of Directors.

This committee will be convened within 30-days of the appeal unless extenuating circumstances cause a delay. The appealing party will be notified of the committee meeting, afforded the opportunity to present evidence, and be heard by the committee. The appealing party's decision not to appear or failure to appear does not prevent the fine and will be a waiver of the appeal unless granted a new hearing by the committee. A written decision on the appeal will be e-mailed and/or mailed to the appealing party within 30-days of the appeal hearing unless extenuating circumstances cause a delay.

Fine Categories

As provided by the above policy, the board has adopted the initial fine ranges listed below to provide a level of clarity and transparency to HOA enforcement processes:

Parking, sidewalk, and similar violations = \$25.00.

Damage, vandalism, and similar violations = up to \$50.00 plus the actual cost of the damage/vandalism.


Nuisances and similar violations = up to \$75.00.

Aesthetic violations, architectural control violations, and similar violations up to \$100.00.


Other violations from \$25 up to \$100 as determined by the board of directors.

Vehicles parked on the HOA access road, or otherwise blocking the HOA access road, or vehicles parked in other safety-compromising positions throughout Cooper Crest, are subject to immediate towing with or without notice. Vehicle owner(s) is responsible for all costs associated with the towing and impound of said vehicle(s). One or more signs listing the towing company's location and contact information are posted on the HOA access road.

Approved by the Board of Directors:

 5-4-16

Sal Muñoz

 5/5/16

Richard deRosset

Christopher Nguyen

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