

EXHIBIT (B)
ROVEY FARM ESTATES HOMEOWNERS ASSOCIATION
VIOLATION APPEALS PROCESS

- When a violation notice is sent to a homeowner, the notice includes a statement notifying the homeowner that they have a “RIGHT OF APPEAL”.
- When a homeowner wants to appeal a violation, they must send the Management Company writing notice that they are requesting an appeal of the violation.
- Appeals shall be received within (10) days of the date of the fine notification (violation letter),
- Appeals shall demonstrate **extenuating circumstances**, which require deviation from the CC&R’s and/or guidelines.
- Appeal shall include all pertinent backup information to support the existence of the **extenuating circumstance**.
- All decisions of the Board are final and may not be further appealed.
- Any appeal, which does not meet the above requirements, shall be heard by the Board and shall be considered **DENIED**.
- The homeowner appealing the violation will be given written notice that the appeal is scheduled.
- The appeal shall be held in Executive Session.
- The Board President will introduce all parties.
- Homeowner will have the opportunity to be heard for 10 minutes as part of the appeal process.
- The homeowner who is appealing will be asked to state their case and present any documentation that is applicable.
- Each Board Member will have the opportunity to ask the homeowner specific questions regarding the appeal.
- Upon completion of the questions and answer period, the Board President will state that the appeal has been heard and the Board will make their decision in closed session. Then “Written Notice” will be given to the homeowner of the Board’s decision within (7) working days.
- If the appeal is denied, the homeowner must bring the violation into compliance within (14) days. If the violation still exists after (14) days, the homeowner will be fined \$100.00 every (14) days until the violation is corrected. In addition, the Board of Directors may seek legal action to remedy the violation. All costs of legal action and fines will be billed to the homeowner and collected in the same manner as assessments.