

XVI. VIOLATIONS

A. PROCEDURES

1. It often is best to speak with a person first to correct a situation in a friendly and neighborly way, perhaps saying something as simple as “Are you aware that our association rules say: _____.”
2. Any individual may use the Compliance Request Form to report an infraction of the CC&Rs, Bylaws, or community regulations.
3. The office will send a courtesy notice to the homeowner listing the alleged infraction and requesting compliance within 15 days.
4. If the infraction is not corrected by the 16th day, the office will send a violation letter to the homeowner once again listing the alleged infraction and requiring compliance within 30 days.
5. If the infraction continues 30 days after receiving the first violation letter, the homeowner will receive a notice for a hearing before the Compliance Committee of the BoD. The notice will state the date, time, and place of the hearing and will be sent to the homeowner by first class mail no less than ten days prior to the hearing date.
6. The homeowner may address the Compliance Committee in person or in writing. The hearing will be held with or without the homeowner’s presence. The committee will make a decision based on all available information.
7. The decision of the Compliance Committee will be sent in writing to the homeowner within fifteen days after the hearing. See Attachment 2 for fine information.
8. The homeowner has the right to request a hearing before the BoD in Executive Session to appeal the decision of the Compliance Committee.
9. If a member fails to pay a fine imposed for noncompliance with OCA’s governing documents, the BoD reserves the right to take court action.
10. Once the matter is settled, the office will inform the person who brought the complaint that appropriate action has been taken or that the Compliance Committee determined that the alleged violation does not constitute a violation of the governing documents.

Form: Compliance Request

B. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Individuals may not treat any OCA resident, employee, vendor, contractor, volunteer or guest in a manner that is disruptive, disrespectful or threatening. Such improper behavior includes and is not limited to hostile or defamatory emails, physical abuse or verbal abuse. In addition to handling the matter through the ordinary compliance procedures, the BoD may take legal action against the offending party to protect the person who is being subject to improper behavior.