

Wellington Station/Ethan's Glen Homeowners Association

Fine Notification Form¹

Owner's Name _____

Property Address _____

Reason for Fine/Nature of Noncompliance with Association Governing Documents:

Evidence/Supporting Documents:

Summary of Attempts to Rectify Concerns/Dates of Contact:

Proposed Fine Amount: _____

As Owner you have the opportunity to appear before the fining Committee at a scheduled hearing no less than 14 days from notification of the fine. You, the Owner, must contact and request a hearing in writing by contacting a Director or the Association Secretary. The Secretary will notify you of the hearing date, time and location.

If you do not request a hearing, the Committee will meet and review the information, and then notify you of their finding.

¹ 2019-09-10 Approved by Board

Wellington Station/Ethan's Glen Homeowners Association

Fining Committee Meeting Form²

Date: _____

Time: _____

Committee Members Present: _____

Call to Order by: _____

To be read aloud: *This meeting is not public due to privacy issues. Please wait outside until we call you about your case.*

Number of cases to be heard: _____

Call Property Owner.

Read aloud Fine specifics and any evidence presented.

Ask if Owner would like to speak. Allow 3-5 minutes to answer the charges.

Thank Owner, ask any questions as needed.

Inform Owner they will receive written notice of the verdict in the mail.

Ask Owner to leave the hearing.

Committee shall discuss the matter in private.

The Committee Member shall record a summary of the discussion.

The majority of the Committee shall agree to assess the fine.

A Committee Member shall record the vote.

The Committee Chair will submit a copy of the notes and final judgement of the fines to the Secretary and Treasurer for record keeping and addition to the relevant accounts.

² 2019-09-08 Approved by Board